

A Career Planning Handbook



Compiled by: Thembeni Mazamisa

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Introduction:

This programme is designed to help Life Orientation teachers empower young people with skills and knowledge they need to make relevant career and subject choices. It will help them improve their self-confidence and to help them to be better prepared for their future careers.

The purpose of the programme

- This programme will help Life Orientation teachers empower young people with skills and knowledge to know how to make their career and subject choice.
- Is to help young people find themselves and know their worth. This will boost their self-confidence and well-being.
- The career decisions that young people make whilst at high school has a big impact on their future lives, affecting not just their post school education but also their well-being, employment opportunities, happiness and finances.
- The key function of career guidance is to prepare young people to transition successfully into their career path. This includes assisting them to discover “Who they are”, their strengths and weaknesses, then providing them with the relevant information they need to make informed decisions about their subject choices and career pathways. Some personality types fit more effectively into certain fields, than others. “Preparing for a career path is the difference one can make between a Dream Job, Any Job or No Job!” - Elzette Bargiachi.

Why the need for this programme?

- Due to the high number of school dropouts, youth unemployment and skills mismatch. We believe that if learners were adequately prepared early in high school for the future careers, this problem would be minimised. If enough time was allocated to career guidance, our learners would be equipped with skills they need to prepare for their future careers.
- Learners are more engaged in education and are highly motivated about their future when they find themselves and discover their self-worth. The likelihood of them dropping out of school and engaging in activities that will damage their future is minimised.
- Many learners discover when it is too late that they have deprived themselves of many opportunities by not choosing gateway subjects that opens doors to lots of

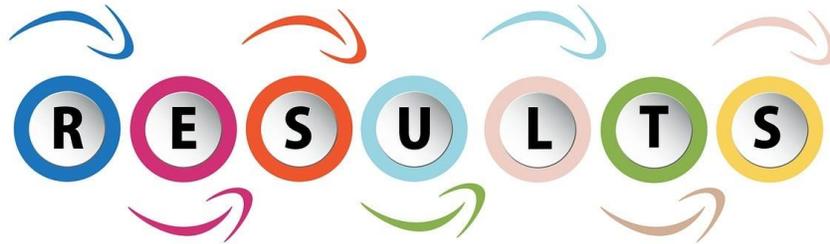
career opportunities such as pure mathematics, science, IT etc. Some, despite having the correct subject choices, have limited access to information about the various career opportunities available to them and discover too late that they have ended up in careers that do not offer lots of opportunities, are of interest to them or match their personalities.

- “Shortage of skills, oversupply of low-demand skills, high tertiary and school dropout rate, too many idle youth, are all symptoms of poor career planning.” Panyaza Lesufi MEC Education Gauteng News24 article 11 September 2018.

Important to note about the activities:

- It is very important that all the activities in this workbook are completed. If the activities are not done or completed as required in this workbook, the outcome will not be conclusive and what needs to be addressed will not be addressed.
- It will be difficult to do other activities from other modules without completing the activities of the first module, as the first module lays the foundation for the next module.
- A clean or new notebook must be used, as the information that will be shared in the notebook will be of value to you and you will want to keep this notebook for reference in the future.

THE PROGRAMME LEARNING OUTCOMES



Picture by: Gerd Altmann from Pixabay

LEARNING OUTCOMES

By the end of this programme, your learners should be able to:

1. To strengthen learners with self-awareness
2. To equip learners with knowledge that will help them avoid being derailed from achieving their dreams?
3. To upskill learners to make relevant career and subject choices.
4. To guide learners to a clear and actionable career plan.
5. Expose learners to career opportunities available to them.
6. To prepare learners how to apply

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MODULE 1

SELF-AWARENESS



“When you know who you are, you are free” Wangari Maathai

1.1 What is Self-Awareness?

“Self-awareness involves being aware of different aspects of the self, including traits, behaviours, and feelings.” Source verywellmind.com

1.1.1 Why is Self-Awareness important?

- When we have a better understanding of ourselves, we are able to accept and experience ourselves as unique individuals with special qualities.
- We are empowered to make decisions and to build on our areas of strength as well as identify areas where we would like to make improvements, as that is what makes us unique.
- When you do not know yourself, you will pretend to be someone else, you will make decisions based on what others think about you rather than what you feel inside of you.

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- When we don't know ourselves we are too vague about our ambitions and future plans. We are easily swayed into any direction.

1.1.2 Qualities of Self Awareness

- **Beliefs** – ideas you hold to be true that have been influenced by culture, religion, education, background, upbringing, mentors, teachers, parents, life experiences whether negative or positive.
- **Self-limiting beliefs** – perceptions we have about ourselves that hold us back and prevent us from taking action. For example, I am not good enough, I don't have money, I don't have enough experience, I am not worthy, I am too fat, I have a big nose, I'm a failure etc.
- **Values** – refers to what is important to you. They become standards by which people order their lives and make their choices i.e. career success, respect, education, family, loyalty, happiness, love, money, teamwork, respect, knowledge, kindness, health etc.
- **Goals** – anything you desire to have, be or do within a certain period of time. i.e. I want to own a house by the time I turn 30, I need to have completed my studies in four years' time, etc.
- **Natural abilities** – things you're naturally good at. i.e. Fixing or creating things, art, singing, acting, organising, speaking, drawing, baking, good with numbers, cooking, etc.
- **Attitudes** – how you treat others or deal with situations. People primarily form their attitudes from underlying values, beliefs, political correctness, desire to please, peer pressure, and psychological stressors. For example, being professional, respectful, disrespectful, helpful, kind, rude, controlling, loving, etc.
- **Hobbies** – A hobby is a regular activity done for enjoyment, not as a job or professional pursuit like painting, singing, dancing, sports, reading, fixing things, writing, gardening, cooking, baking, etc.

- **Interests** – It’s a topic that is of interest to you like, sports, reading about a specific topic like politics, climate change, interior décor etc.

Activity 1.1: Identify Your Self-Awareness Qualities

- Get a clean page from your notebook.
 - Create a mind map with each term listed above.
 - Under each term list above write 5 examples that relate to you.
- Please allow 10 minutes for this activity.*



1.2 Uniqueness



Source: Pixabay

1.2.1 What is Uniqueness

“Uniqueness” is being the only one of its kind, like no one else. Source: oxford dictionary

It is important that you understand that you are unique and created differently from other people. You can't be authentic until you have accepted your uniqueness.

- Being unique means being the only one of its kind, unlike anything else.
- It also means being the original and not a copy.

All human beings in the world have different fingerprints, even identical twins have different fingerprints, they have different personalities, they also have different dreams, goals, gifts, talents etc., which means that we are unique individuals. No one is the same.

Each person possesses unique gifts and talents, strengths and weaknesses, that is why we can never be comparable to others. Each human being is unique in many different ways. Hence it is important to discover what is unique about you.

1.2.2 Examples of what makes us unique and different from others:

- **Hobbies** - a hobby is considered to be a regular activity that is done for enjoyment, typically during one's leisure time.
- **Gifts and talents** - we don't possess the same gifts and talents. We may have the same talent, but we are gifted differently for the same talent. For example, fashion design, music, baking, art etc.
- **Genetics** - our genetic make-up is one component that makes us different from everyone else, no two humans are genetically the same i.e. fingerprints.
- **Physical Characteristics** - every individual is not physically created the same, each one of us is physically different from one another. Except for identical twins, who may look identical but they will behave differently.
- **Personality** - your character, temperament and behaviour, even identical twins do not have the same personality.
- **Attitude** - the way of feeling or thinking about people or things, whether positively or negatively.
- **Perspective or viewpoint** - we don't see or experience things the same way. How we experience soccer vs attending a stage play might not be the same.

- **Habits** – a habit is a routine of behaviour that is repeated regularly and tends to occur subconsciously.
- **Intellect** - level of intelligence varies from person to person.
- **Experiences** - we encounter experiences differently. An outdoor adventure may seem like a nightmare to another person and to another an exciting experience.
- **Passion** - we all show passion in different ways and depths
- **Communication** – we communicate differently using words, facial expressions, emotions, gestures, etc.
- **Taste** – Personal taste for things is not the same for everyone, things like food, clothes, the company we keep, the cars we drive etc.

Source: minimalismmadesimple.com

Activity 1.2: Identify Your Unique Qualities

- Group yourselves into 4
- Ask each member of your group to write down what they think is unique about each member of the group.
- Decide who is going to go first.
- Each person must write down at least 5 examples in their notebook.
- Once everyone is covered, spend another 5 minutes giving each other feedback.

Please allow 15 minutes for this activity.

1.3 Personality

1.3.1 What is Personality?

Personality refers to a person's specific ways of thinking, feeling, and behaving. It comes from a mix of inborn temperaments and preferences along with environmental factors and experiences. Source:verywellmind.com

Examples of the expressions that describes personality:

- Caring
- Helpful

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- Humble
- Reliable
- Talkative
- Confident
- Accommodative
- Arrogant
- Introvert (reserved and quiet)
- Extrovert (talkative, sociable, expressive)
- Bossy
- Friendly /unfriendly
- Sociable

Every so often the people that we are close to or spend most of our time with, know us better than we know ourselves, like parents, siblings, friends, classmates etc. So it's important to find out what they know about you, ask them what kind of a person do they think you are, for example.



Picture y: 7els.c

Activity 1.3: Personality and Character

This is individual work

1. Write down each personality descriptor that you think matches your personality from the picture above.
2. Ask someone you trust like your parents, friends, siblings, teachers etc., what they think your personality is like,
3. Ask what they think you're good at?
4. What do they think you need to improve?
5. Add the feedback you get from others to your own list.
6. Decide if you agree with the feedback or not. Only reject the ones you do not agree with if you have tested it with other people. For example, ask other people by saying "so and so says I am like this do you agree or not". If most say yes, then you don't have a choice but to accept it, but if only one confirms it then you don't have to accept it.

Please allow 24 hours for this activity.

1.4 Self-Reflective Activities

The purpose of the self-reflective questionnaire is to help you do an introspection about yourself. You get to know your self-worth, emotions, strengths, weaknesses, interests, likes, dislikes etc.

Activity 1.4: - Self-Reflective Questionnaire:

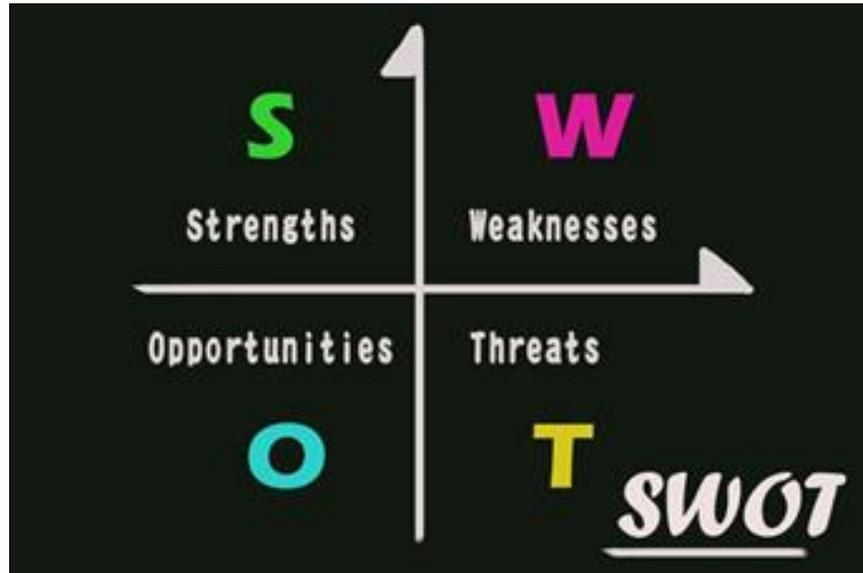
Answer the questions below in your note book. Make sure you write the question, then fill in the answer. This is so that you can understand what the question was referring to when you have to refer to the notebook at a later stage in your life. This activity is to be done in class individually and not in a group.

Allow 30 minutes for this activity and it must be done in class.

1. Who are you / describe yourself?
2. What do you want to be in life when you finish school?
3. Why do you want to be that?
4. How do you plan to become that?
5. What will hold you back from getting to your desired goal?
6. What will make you succeed?
7. What are your strengths?
8. What are your weakness?
9. What gives you sleepless nights?
10. What worries you about your life?
11. What worries you about the world and how are you going to change or solve it?
12. What worries you about your future?
13. What are you grateful for?
14. What makes you happy?
15. What makes you sad?
16. What do you want to change about your life and why?
17. What do you enjoy doing?
18. What don't you enjoy doing?
19. How do you spend time after school / work and weekends?
20. Who is your hero and why?
21. What do you think your gifts and talents are?
22. What are you passionate about?
23. What are you interested in?

24. What do you think is your purpose?

1.4.1 SWOT Analysis



What is a SWOT analysis?

A SWOT analysis is a tool that helps one **understand their strengths, weaknesses, opportunities available to them and threats that will prevent them from realising their life goals, dreams or opportunities.**

- **Strengths:** things you are good at.
- **Weaknesses:** things you are not good at.
- **Opportunities:** this refers to the things that will take you forward as a person to achieve your goals and dreams. For example, good marks, bursary, finances, discipline, determination, education, your dream career, skill or business etc.
- **Threats:** are the things that will prevent you from achieving your goals or opportunities. For example, yourself, academic performance, peer pressure, lack of self-drive, low self-esteem, laziness, finances, substance abuse, mixing with a wrong crowd etc.

It is important that you understand the things that will stand in the way of achieving your goals and also how to avoid and overcome those challenges.

Speak to someone you can trust when you are faced with challenges, someone like a teacher, parent, someone at church or in the community, a Social Worker etc. Don't keep quiet and suffer alone, help is always available.

From the activities done so far, you will be able to identify your Strengths, Weakness, Opportunities and Threats.

Activity 1.5: SWOT Plotting

- Turn to a clean page in your note book.
- Divide the page into 4 with a pen and title each block as per the image above.
- Fill in each block with the answers written in your self-reflective questionnaire and personality feedback from family and friends for strengths and weaknesses.

Some of the weaknesses can be threats, if not addressed. For example, laziness, low marks, time management, procrastination, etc.

- Opportunities are things you want to achieve, like dreams and goals and the things that will help you to get there. Write all these in this section.
- Threats are the things you have identified as the things that will stop you from achieving your dreams.

Allow 10m for this activity

1.4.2 Future Vision:



© CanStockPhoto.com - csp31143332

Future vision is having a mental picture of your future self that describes the kind of future you want to have or the dreams you want to achieve. It is also about recognising the steps that needs to be taken towards fulfilling one's dream.

Think of yourself when you are in your mid-twenties, the type of life you want to have:

- What do you see about yourself?"
- What are you doing daily?
- What is your work related to?
- What problems are you solving here on earth?
- What have you achieved?
- What have you acquired?

Activity 1.6: Letter to Future Self

Write a letter of commitment to your future self, informing your future self the kind of life you will be living, the type of job or work you will be doing and why you want to do that type of work. How you will try by all means to ensure you achieve your dreams or goals.

Allow 10minutes for this activity

1.4.3 Careers of personal choice

This refers to your dream career or dream job.

Activity 1.7: What's Your Dream Career?

List or draw at least 3 different careers that you want to pursue post school in the order of priority and give reasons, why you want to pursue each career. This should be done individually and not in a group.

Allow 10m for this activity

Option 1:

Option 2:

Option 3:

You should be encouraged to focus on what you want to become later in life and consider what is unique about you, what you are passionate about, what your strengths and weaknesses are. Do not copy your friends or classmates.

Activity 1.8: Create a Vision Board

Create a vision board about your future, it must include the type of work or career you desire to do and your lifestyle (career/job/work, home, family, hobbies, travel etc.).

This activity needs to be done individually and not in a group.

You can use old magazines, words or you can draw a picture that represents what you want i.e. a car can be represented with a picture of the actual car or words describing the car.

Allow 24 hours for this activity, as it can be done at home.

Activity 1.9: Assessing the feedback from the activities:

Having done all these activities, hand the following activities to your facilitator for assessment and feedback.

- SWOT analysis
- 3 Careers of choice
- Personality test
- Self-awareness activities
- Vision board

The facilitator needs to look for similarities in the answers. The answers from all these activities should be telling the same story. The story should give you a guide on your strengths, weaknesses, the gifts the learner has, based on what comes through strongly throughout the activities. For example, music, acting, helping people, farming, cooking, creating things, fixing things, love for numbers or computers etc. The story is communicating the potential of the learner.

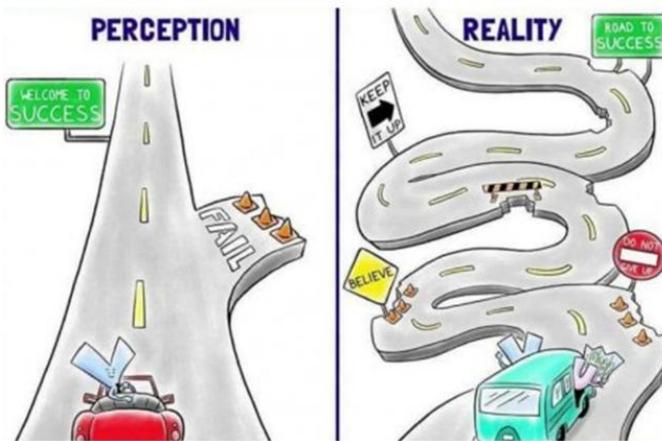
It communicates what they're good at, what their dreams and gifts are and what their purpose could be.

If they had a wrong career or course in mind, now they have an idea of what you are meant to be doing.

If you've chosen the wrong subjects, you still have a chance to do something about it rather than waiting until you get to matric.

1.5 The Road to Success

The road to success.



Now that you have a clear vision about your future and how you plan to get there. Understand that life is not perfect, you will face challenges that will threaten your goals, however you need to learn that it is part of life and that you can and will overcome those challenges.

Try by all means not to drop out of school, no matter what the circumstances look like.

The school drop-out rate is of particular concern because pupils who drop out of school prematurely will experience a lack of access to higher education, fewer job opportunities and lower wages than their peers who finished their schooling (Stats SA 2022).

Some challenges are there to teach us a lesson, to help us grow, to prepare us for the next level in life. You must never give up because you're facing a challenge, you must keep pushing until you achieve your goals.

Everyone is here on earth to follow the path that God created them for. That path is not the same as others, so it's important to discover your own and embrace your own journey.

If you're facing a challenge, talk to someone that can help you like a teacher, someone at church, etc. The number of youth roaming the streets is increasing, try by all means not to join this group.

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Activity 1.10: The Road to success

Get into groups of 5 and discuss as a group the following:

- Things or challenges that will keep you from achieving your dreams.
- What you need to do to prevent these challenges?
- What you need to do to overcome those challenges?

Each group must choose a leader who will present for the team.

Allow 10m for this activity

MODULE 2

PEER PRESSURE

How to avoid being derailed from achieving your dreams?



Life experiences are influenced by what happened to us, choices through our intentions and us trying to experiment through curiosity or influence, whether good or bad.

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Unfortunately, these life experiences can derail us from achieving our dreams and goals. For example:

2.1 Peer Pressure:

Peer pressure is the process by which members of the same social group influence other members to do things that they may be resistant to, or might not otherwise choose to do. Peers are people who are part of the same social group, so the term "peer pressure" refers to the influence that peers can have on each other.

Usually, the term peer pressure is used when people are talking about behaviours that are not considered socially acceptable or desirable, such as experimentation with alcohol or drugs.

Though peer pressure is not usually used to describe socially desirable behaviours, such as exercising or studying, peer pressure can have positive effects in some cases.

2.2 Types of Peer Pressure

In reality, peer pressure can be either a positive or negative influence that one peer, or group of peers, has on another person. The following six terms are often used to describe the types of peer pressure a person may experience.

2.2.1 Spoken vs. Unspoken Peer Pressure

As the name suggests, spoken peer pressure is when someone verbally influences another person to do something. For instance, a teenager might influence their friend to smoke a cigarette by saying, "Come on, one cigarette won't hurt."

Unspoken peer pressure, on the other hand, is when no one verbally tries to influence you. However, there is still a standard set by the group to behave in a certain way.

Even if no one tells the teenager to smoke a cigarette in the example above, the teen may still feel pressured by their peers to partake in the activity because it seems like everyone is doing it.

2.2.2 Direct vs. Indirect Peer Pressure

Direct peer pressure is when a person uses verbal or nonverbal cues to persuade someone to do something. The example mentioned above of a teen handing another teen a cigarette is also an instance of direct peer pressure because the teen on the receiving end must decide on the spot how they're going to respond.

With indirect peer pressure, no one is singling you out, but the environment you're in may influence you to do something. If you're at a party where everyone is drinking, for instance, you might feel pressured to drink even if no one asks you to.

2.2.3 Positive vs. Negative Peer Pressure

Finally, peer pressure can be described as either positive or negative. Positive peer pressure is when a person is influenced by others to engage in a beneficial or productive behaviour.

Negative peer pressure is the influence a person faces to do something they wouldn't normally do or don't want to do as a way of fitting in with a social group. People often face negative peer pressure to drink alcohol, do drugs, or have sex.

2.2.4 Examples of Peer Pressure

Peer pressure causes people to do things they would not otherwise do with the hope of fitting in, accepted or being noticed.

Things people may be peer pressured into doing include:

- Bullying others
- Doing drugs
- Dressing a certain way
- Drinking alcohol
- Smoking
- Engaging in vandalism or other criminal activities
- Having sex

- Physically fighting
- Only socializing with a certain group

Source: www.verywellmind.com

There is a saying that says, “show me who your friends and I will show you your future”.

Another one says “birds of the same feather flock together”.

The people you choose to be around shape your character, the way you think, the way you speak and the way you perceive the world.

Therefore, the peers we spend most of our time with, influence the path we will choose to follow in life whether good or bad. You have the power to choose the right or wrong friends. The friends you keep determine where you will end up in life.

If you hang around friends who are in the dating game, you will be influenced and pressured to also start date.

If you hang around friends who drink alcohol, smoke or do drugs, you will also be pressured to do exactly what they do.

2.2.4.1 Bullying others:

Students who bully sometimes have problems and are unhappy. They may be trying to make up for a lack of attention, power or love in their own lives; by bullying, they try to get these in their own lives. These students need to feel powerful and seem to enjoy harming others. They often do not understand the feelings of the person they bully.

Those who persistently bully often do so in order to dominate others and improve their own social status. Bullying often comes from a belief that it's okay to act that way. Sometimes they don't even know that what they are doing is bullying behaviour, or they don't understand how much hurt and anxiety they cause.

Source: bullyingfree.nz

2.2.4.2 Substance abuse

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South Africa has a high rate of substance abuse among young people, which includes both in and out of school youth. Variations in the trends of substance use have been reported between urban and rural youth, with substance use among learners in urban area being more than those in rural areas. However, rural areas are increasingly experiencing problems of adolescent substance use.

Substance abuse among learners is associated with a range of criminal acts, which includes violence and bullying. It has also been associated with a range of mental disorders; while socially, it is associated with social disorganisation, deviant behaviour, and social interaction with deviant groups, depending on which substances are used. Risky sexual behaviours are also likely to manifest into sexually transmitted infections.

The social environment is often a significant determinant of substance abuse, with adolescents being often influenced by their peers. Other determinants of drug use among young people include: curiosity, sense of growing up, amount or lack of parental discipline and monitoring, and family cohesion. Availability and easy access of illicit drugs within the community or the household, economic hardship, high unemployment, lack of adequate social support networks, pressure to meet daily family needs, family conflicts, were all associated with use of illicit drugs. **Source:** www.ncbi.nlm.nih.gov

2.2.4.3 Teenage Pregnancy

Teenage pregnancy in SA is a multifaceted problem with many contributing factors such as poverty, gender inequalities, gender-based violence, substance use, poor access to contraceptives and issues with termination of pregnancy; low, inconsistent and incorrect use of contraceptives, limited number of healthcare.

Factors influencing teenage pregnancy?

1. Lack of knowledge
2. Risky sexual behaviours

3. Alcohol and drug use contribute to unprotected sex.
4. Gender Based Violence
5. Peer Pressure

A Case Study: Peer Pressure

A young lady was going through a challenge. Her mother had begged to stay away from boys and focus on her studies. Unfortunately, friends had a stronger influence compared to her mother. She spent extra time with friends, weekends and after school. These friends loved nice things and were already dating. She soon joined them in the dating game because they felt she was boring and not cool enough to hang with them, as she didn't do the things they were doing. So she felt left out when they were talking about their boyfriends.

She was pressured to also get a boyfriend, which she did. Unfortunately, she was not equipped with enough information. She had unprotected sex and became pregnant. This experience changed who she was, she lost her self-confidence, she spent a lot of time alone, hiding herself. She had to go to school with a big tummy and classmates would make fun of her. She felt betrayed because she walked this journey alone. Her friends and boyfriend, were continuing with their lives. Her life was on hold and her plans are now delayed.

Another sad part is that she is no longer with her boyfriend, she is raising this child alone. Her boyfriend had moved on and was seeing other girls. The friends are still there; however, they don't spend a lot of time together anymore because they don't talk about the same things. She has a baby to worry about and they have looks, fun things and boyfriends to worry about.

2.2.4.4 Risky behaviours may lead to the following:

- School drop out
- Depression
- Suicide
- Unemployment
- Directionless life
- Jail time
- Criminal activity
- Worthless lifestyle

What to do if you're pressured to do something you're against:

- Inform a parent or a teach
- If you're depressed, experiencing low self-confidence, speak to a Social Worker at your nearest clinic or
- Contact Life line on 0861 322 322 for crisis, counselling & referrals

Tips to avoid mixing with the wrong crowd.

- Know your worth and believe in yourself
- Stop comparing yourself
- Love and accept yourself
- Have a clear vision of where you're going in life and why.
- Know why you need focus on your studies and achieve greatness in life
- Get a mentor
- Associate with people who are doing good things
- Join a club that develops the youth
- Go to places where you can grow mentally and spiritually like church.

Activity 2.1: Types of peer pressure

- Get into groups of 4
- Discuss the examples of bad and good peer pressure.
- Then discuss a scenario where peer pressure may be possible or can occur, or has occurred.
- Give 3 examples of the risks associated with saying yes and the benefit of saying no.
- Discuss with your group if the risks that outweigh the benefits.
- Each group must present their findings to the class.

Allow 5 minutes for this activity

MODULE: 3

CAREER EDUCATION

(How to make relevant Career Choices)



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SECTION A

Introduction:

In this module, you will learn about the meaning of a career and why it is important to learn and prepare for it at the right time. There are key concepts contained in this module, which will be very beneficial for you to learn about. For example, the definition and meaning of a Career, the importance of preparing for a Career, mistakes to avoid etc. just to name a few. This sets the scene for you to understand the importance and seriousness of preparing for your career before you make your subject choices.

The subject choices young people make in grade 9 determine their career path and the type of career they will end up pursuing post school. Most of the young people choose subjects first in grade 9 or 10 and then decide on a career they want to pursue post school. Unfortunately, some discover when they are already in matric that the combination of their subject choice doesn't meet the institution's entry requirements.

This may lead to confusion and frustration to the learner, when they're stuck and unsure what to do next. Sometimes the learner may be 100% sure of what they want, however they don't meet the entry requirements due to the wrong combination of subjects. This may require the learner to consider another career or redoing some of the grades to ensure they meet the requirements.

3.1 What is a Career?

A **career** is a skill; gift or talent you possess that you offer to the world through running a business or being in employment over your life time. It is made up of a combination of roles, experiences, education and pathways that you take most of your working life, done in many different jobs or a job.

3.1.1 The importance of making the right career choice

- Choosing a career is one of the most important decisions you will ever make in your life; therefore, it is important that you make the right career choice.
- It will enhance your personality; build your confidence and self-esteem. It leads to high job satisfaction and less stress, which leads to a happy and fulfilled life.
- Choosing a career in the area where you possess natural gifts will help you thrive in that area.

3.1.2 Benefits of making the Right Career Choice:

- Helps you to transition successfully to your career path.
- It's the most important decision you will ever make in your life.
- It helps build your self-confidence and self-esteem.
- It leads to high job satisfaction and less stress
- Without proper guidance and research, you can make poor career decisions, which wastes time and money.

3.1.3 How to make the right Career Choice?

➤ Know yourself:

It is important that you have self-awareness before you make a career choice. It will be difficult to make such an important decision without self-awareness.

The strengths, weaknesses, likes, dislikes, interests etc., you discovered about yourself from the activities you did earlier, will help you understand yourself better. Without knowing yourself, you will make uninformed decisions about your career and it will be difficult to make a career decision that is aligned to your personality and strengths.

Aligning your strength, gifts and talents with your career or business idea will help improve the chances of your success and minimize regrets about your choices.

► **Know where you want to be in life and WHY.**

Understand where you are going with your life and why you want to go there. You must have a future vision about your life.

Having a strong why, helps you to stay motivated and focused in your choice. When going through tough times, you will not give up easily, your why will keep you going, whether in business or career.

For example, the why for wanting to do something may be to provide a solution, make a difference in people's lives, make lots of money etc. Others may say, I was told to do it or my friend is also doing it or didn't know what else to do.

► **Have a list of your own career options**

Have a short list of 3 – 5 career options of your personal choice to choose from. Explore all of them if possible, so as to be sure of your choice. Do not wait until you start working to discover the work environment, do the exploration now whilst at school. Speak to your parents or relatives to assist you.

When you apply for university you will be asked for 2nd or 3rd option, so you need to be sure what you're applying for in case you can't get your first option.

► **Make sure you have chosen the correct subjects.**

The choice of subjects determines the type of career you will end up with. The subjects needed for a certain career are determined by the course you will be taking post school.

It is important that the subjects and the course are aligned, otherwise you will not meet the entry requirements and you will be locked out of the career you wanted to pursue due to either low marks or the incorrect mix of subjects you required to have. Conduct a research with the higher institutions of higher learning to know and understand their entry requirements. Please note that the entry requirements are not the same for each institution.

► **Speak to someone in the field you want to pursue.**

Try by all means to speak to someone who is already doing the career you want to pursue. It helps to get a perspective from someone who is already doing what you want to do, for example:

- ✚ Find out what the job entails,
- ✚ Why did they choose it?
- ✚ What is challenging about this job?
- ✚ What is the working environment like?
- ✚ What is the day in a life of this job?

► **Get to the working environment if possible.**

It helps to understand the type of environment you will be working in. This will help you get an understanding of whether you will be able to tolerate the environment or not when you start working in this environment or role.

Some people are put off by the environment and they usually say “it’s not what I thought it would be”. Once they make this discovery, they have to make a tough decision to either continue doing a job they don’t like or making a change into something else they like if possible, otherwise they might need to consider going back to school to start over.

► **Don't wait until you get to matric to decide what you to do post matric**

A lot of young people take themselves seriously only when they get to grade 11 and 12. Unfortunately for some it may be too late to do so, as preparation for matric starts in grade 8.

Subject choice is done in grade 9 and 10. Some schools do allow for a subject change in grade 11. Schools have a policy of how that is done. Find out early in grade 8 or 9 what this policy is, as this change might not be as easy you think.

Most learners in the lower grades of high school are still playful. Unfortunately, the marks one gets in grade 9, determines the type of subjects you'll be allowed to take for the higher grades.

Some learners make uninformed decisions when they make subject choices. Some have the ability to do pure maths, however they might be playful in grade 9 and will not perform well. As a result of this, they will not be allowed to take pure maths for the upper grades. This then affects the career choice they'll be taking, when it's time to apply for post school education once they get to matric.

Unfortunately, they discover in matric that they've made wrong subject choices. This leads them to take whatever is available with whatever mix of subjects they have. "Whatever", may lead to nowhere and end up joining the many unemployed graduates.

There are also those who know what they want, but don't bother doing the research to check the entry requirements and take the wrong mix of subjects which will limit their chances of entry when it's time to apply.

Therefore, early preparation is very important, hopefully your school and parents will help you prepare early and on time.

3.1.4 Mistakes to avoid when choosing a Career:

- **Listening to other people's opinion**

It is important to know or have an idea of what you want to do post school. It is also important to consider what you're good at and what you're not good at, what you like and dislike. Only consider other people's opinion about what career to choose when it aligns to what you're good at and what you want to pursue. Take ownership of your life and future, don't leave it to other people to make that choice for you. You're the one who will be doing this job, 5 days a week, from 9-5 for most of your life. So ensure that the career you take is something you want to spend most of your life doing.

- **Not doing your homework**

Do not make a career choice without learning about it, to understand if it is of interest to you. Understand where it will take you once qualified. Ensure you gather enough information about the job duties, working requirements, earnings and the job's future.

- **Going for the money only**

Choosing a job because of money may not give you the job satisfaction you want. You can make lots of money, but hate what you are doing. Look at balancing making money and job satisfaction.

- **Ignoring who you are**

Your personality type, values, beliefs, interests and aptitude make you best suited for some jobs than others. If you do not consider your personality and strengths when selecting a career, there is a great chance you will end up in an occupation that is not suitable for you. Even a job with great prospect can be a bad fit, so it is vital that you do your research to find out whether you and a career are a good match.

- **Not considering the critical skills needed by the country**

The critical skills are skills that are in short supply that a country is in need of. They tell you which careers have the best opportunities; they can be a helpful guide when choosing a career.

- **Ignoring the future**

A country has a list of skills that they need and are struggling to fill.

You need to know whether an occupation will grow, be redundant or stable, throughout your career life.

You should also consider whether or not this career has a promising future before you begin to prepare for it. You can at least prepare better if its future looks certain.

3.1.5 What to do If Unsure about the career you want?

- **Somehow we always have an idea what we want to do in life.**

Most people have an idea of what they want to do when they're older, i.e. work in a hospital, look after the sick, play soccer, sing, help people, become a pilot, cook, fix things, etc. They allow the external environment to influence their decision and choice for example, teachers, economy, friends and parents.

Some people suppress what they want to do because it may not be something that will be supported at home or doesn't sound cool compared to what other school or class mates want to do. Others know, but struggle to articulate what they want. It is important to stay true to what you desire to do, as most of the time it is linked to who you are and your purpose.

- **What is your dream career?**

You may always have a desire to be or pursue something in life or you may be doing it already. For example, cooking, playing sports, fixing things, fashion, music etc. This needs to be taken seriously as this is an indication that this is what you may want to do in life and that is where your passion lies. Hence preparation needs to

start early to ensure you make the right subject choice for the career you want to pursue.

- **Consider your hobbies and interests?**

Hobbies and interests are things we enjoy doing regularly when we have free time. These are things we do naturally without being asked to do them like baking, cooking, dancing, playing sports, doing art etc. When we do these things we find joy and satisfaction doing them.

You may want to consider choosing a career that is line with something that you love spending time doing, something that gives you joy when you do it.

- **What are you good at?**

You may have qualities that show you have a natural ability to do something that others struggle to do or don't have an interest in. For example, you may be good at technology, fixing things, art, cooking and love spending time doing it.

- Ask other people what they think you're good at like friends, parents, teachers etc. The people we spend most of our time with, like teachers, parents, friends, classmates may know us better than we know ourselves. They will highlight to you the abilities you may have not been aware of, that you do all the time. Find out from your loved ones, what they think you're good at.

Case Study: Wrong subject choice

'I recently met a mother of a young man who had just started Grade 10 and wanted to study Robotics post-school. I asked her what his subject choice was, and she said he chose Science and Mathematics Literacy. I immediately said that if he continues with Mathematics Literacy, he might not be accepted to study Robotics. She did not believe me. I then asked her that she and her son, research the entry requirements needed to study Robotics and that they must look at three different institutions. She came back to inform me that her son had changed from Mathematics Literacy to Pure Mathematics in order to qualify.

As a young person, you will find yourself in my position where a choice is made on your behalf or is forced on you by your parents, family members, teachers, sometimes friends and or bursary funders. This is usually done without checking if the choice made for you or suggested for you suits whom you are or meets the entry requirements needed by the institutions post-school. Chances of you thriving in the place that God created for you are high than forcing yourself into a place that you were not made for'.

Source: Job for Life by Thembeni Mazamisa

Activity 3.1: Which subject to choose?

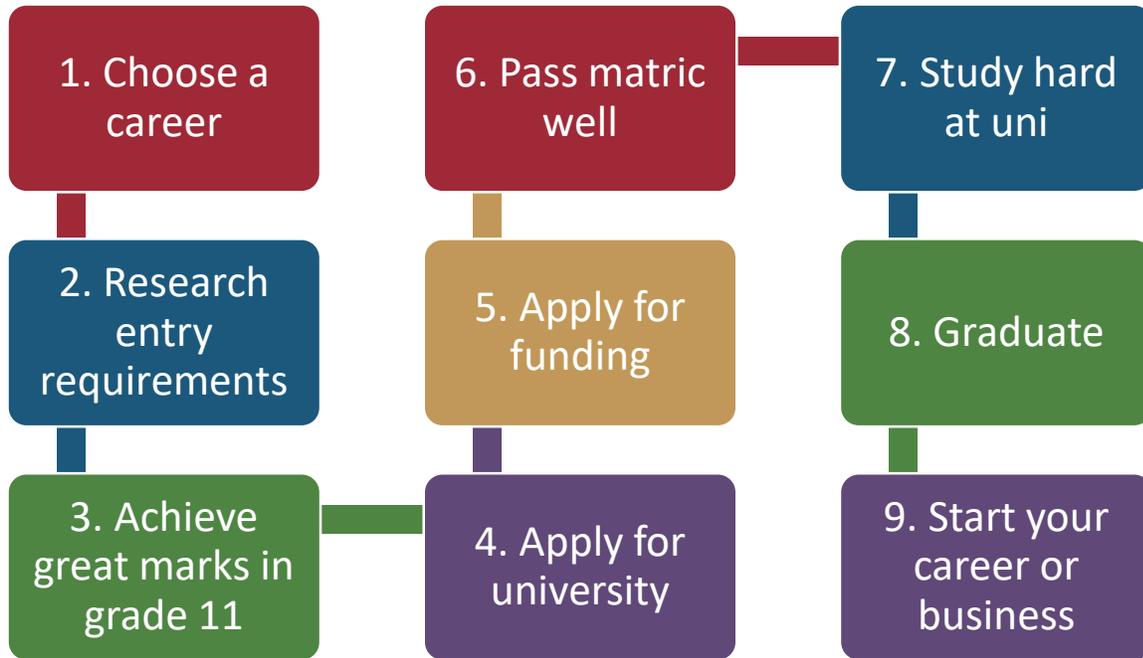
- Group yourselves into groups of 5
- Follow the following instructions:
 1. Read the case study above
 2. As a group decide which career you want to use for this task i.e. lawyer, pilot, software engineer etc.
 3. Research the entry requirements for the course you want to do at the university and TVET websites.

This should give learners an indication of who decides which subject you should take.

Allow 30minutes for this activity

SECTION B

3.2 Steps to get to a clear and actionable career plan.



1. Choose a career

Finalise the choice of your dream career and have at least 3 options in the order of priority.

Don't choose a career that will be less in demand or is dying or will be affected by technology and digitisation.

2. Research the entry requirements

It's not the teachers or parents that choose the subjects for you. It's the course that you'll be studying post school. Therefore, make sure you research the choice of subjects that you are required to have to study that course. This needs to be done in grade 9 before you choose your subjects.

Make sure you do well in those subjects as you will not be allowed to choose those subjects if you're not doing well in them.

3. Pass grade 11 well

You will need your grade 11 marks to apply for university. So it's very important that you pass your grade 11 very well. This is what universities use to accept or decline applications.

4. Apply for University or post school education

Try by all means that you apply on time and not towards the closing date. Start searching in March for the registration opening dates.

5. Apply for funding

You can only apply for funding once you receive the confirmation letter stating that you have been accepted. Funding also opens in your matric year for the following year. Funders include NSFAS, bursary funders and bank loans.

6. Pass matric well

If you don't pass matric well, your application to the university will be declined and you will struggle to get funding for your studies.

You will need to repeat your matric or upgrade your marks

7. Study

Once accepted, study hard, choose friends wisely, focus on your studies and know why you went to university.

8. Graduate

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9. Start your dream career

Apply for job and internship opportunities.

Activity 3.2 Actionable Career Plan

Group yourselves into a group of 7.

- Follow the following instructions:
 1. As a group decide which career you want to use for this task i.e. lawyer, pilot, software engineer etc.
 2. Research the entry requirements for the course you want to do at the university websites.
 3. Pass grade 11 well – state the reason why grade 11 marks are important.
 4. Apply on time – state why it's important to apply on time.
 5. Apply for funding if need be – list places where to apply for funding.
 6. Pass grade 12 well – state why it's important to pass grade 12 well.
 7. Study for the course – state what will happen if you don't do well in your studies.
 8. As a group, create a puzzle.



9. Cut a piece of paper into equal size
10. Create a puzzle from each piece
11. Each person to have their own piece and write their answers on their piece
12. Then colour the puzzle and then put the puzzle together.

Allow 1 hour for this activity

SECTION C

CAREER EXPLORATION

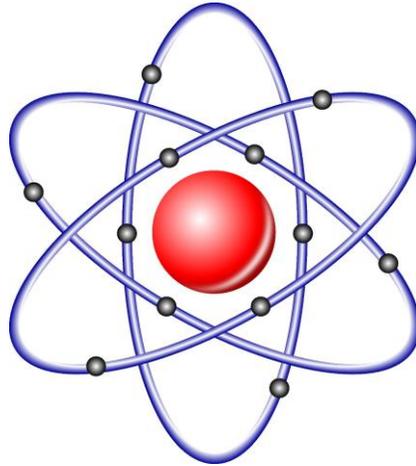


This section focuses on exposing you to the different kinds of career options available, for you to explore. Depending on your interest; this will broaden your horizon. Not everyone can be a doctor, nurse, teacher etc., you need to know that there are many other interesting career opportunities available that you can take advantage of.

Some careers are created based on what is needed by the economy.

In this section, you will be required to familiarise yourself with each of the following sectors and job opportunities within each:

3.3.1 Careers in Science



- ***Agronomist or crop scientist*** (studies plants and how they can be grown, modified, and used to benefit society)
- ***Analytical Chemist*** (conducts lab research, perform processes and product development)
- ***Animal Scientist*** (livestock produce - advise on the production and presentation of animal products)
- ***Aquatic Scientist*** (study physical, chemical, biological and ecological aspect of inland and marine water)
- ***Archaeologist*** (study remains - finds can range from prehistoric tools, human remains, and buildings to animal bones and tiny organisms)
- ***Astronomer*** (study the universe, its objects and how it works)
- ***Biochemist and biophysicists*** (develop tests to detect diseases, genetic disorders, as well as develop drugs to treat diseases)
- ***Biostatistician*** (analyse data collected during research to draw conclusions)
- ***Botanist*** (study plant evolution, reproduction, processes, and relationships with the environment and other forms of life.)
- ***Cartographer*** (Designs, make and use maps)

- **Chemical Engineer** (design and develop chemical manufacturing process)
- **Chemical Laboratory Technician** (monitor and adjust equipment at manufacturing)
- **Chemist** (investigates the properties of matter at the level of atoms and molecules)
- **Computer Software Engineer** (provide solutions by developing desktop, web apps, mobile apps, games, robots etc.)
- **Ecologist** (study the relationship between plants, animals and their environment)
- **Economic Geologist** (finds value of mineral)
- **Entomologist** (studies insects and their relationships with other organisms and the environment.)
- **Environmental Engineer** develop solutions to environmental problems
- **Extraction Metallurgist** works with metals and ores
- **Food Scientist and Technologist** they processing of raw agricultural produce into food products that are acceptable for human consumption.
- **Forensic Analyst / Scientist** use analytical and scientific techniques to examine evidence from crimes and prepare legal statements for court cases
- **Forestry Scientist / Silviculturist** research forest outputs and replanting
- **Geneticist** (study genes and the science of hereditary)
- **Geographer** (study earth's natural environment)
- **Geohydrologist** (underground water)
- **Geological Engineer** search for mineral deposits and evaluate possible sites.
- **Geologist** (structure of the earth to locate materials and minerals)
- **Geophysicist** (study earth's physical features)
- **Geotechnician and Geotechnologist** (locates and extracts natural resources)
- **Herpetologist** (study of the role of amphibians and reptiles in global ecology)
- **Horticulturist** (specializes in the science and practice of cultivating and managing plants)
- **Hydrologist** (specializes in the management of water)
- **Marine Biologist** (study life in the oceans)

- **Materials Scientist / Engineer** (study man-made and natural material)
- **Meteorologist** (use science and math to understand and predict weather and climate)
- **Microbiologist** (study microorganisms such as bacteria, viruses, algae, fungi etc.)
- **Mineralogist** (specializes in the study of minerals)
- **Non-scientist / Nano-systems Engineer** (is a relatively new branch of the physical sciences and is ideal for scientists who want to focus in on the small details)
- **Nano Tech** (use of matter on an atomic, molecular, and supramolecular scale for industrial purposes)
- **Nuclear Scientist** (their work includes basic and applied research in nuclear physics and chemistry, radiation physics and biophysics, medical physics, health physics and nuclear energy)
- **Oceanographer** (study of the physical, chemical, and biological features of the ocean)
- **Ornithologist** (a person who studies or is an expert on birds).
- **Palaeontologist** (studies fossils as a way of getting information about the history of life on Earth)
- **Petroleum Technologist** (assist in the exploration of and drilling for, oil and gas)
- **Physicist** (study of nature, especially how matter and energy behave)
- **Physiologist** (medical experts that deal with the human body and effects of processes and exposures)
- **Soil Scientist** (studies the physical and chemical properties of soil)
- **Statistical Ecologist / Environmental Statistician** (analyses and advises on ecological data)
- **Viticulturist** (cultivates grapes for wine making)
- **Water Care Technologist** (responsible for the purification of water by removing harmful household and industrial substances from the water)
- **Weather Observer** (collect, record, and map weather conditions)

- **Winemaker** (is a person engaged in winemaking)
- **Zoologist** (biologists who study a variety of animal species)

3.3.2 Careers in Marketing and Sales:



- Advertising
- Auctioneer
- Buyer: Retail
- Call Centre Agent / Operator
- Event Manager
- Fashion Buyer
- Insurance Industry
- Market Researcher
- Marketing Manager
- Merchandise Planner
- Model
- Media buyer
- Public Relations Practitioner
- Publisher
- Purchasing Manager
- Real Estate Agent

- Sales Manager
- Sales Representative
- Salesperson
- Shop Assistant
- Store Manager
- Stockbroker
- Supply Chain Manager
- Tour Guide
- Tourism Manager
- Travel Agent

3.3.3 Careers in Visual Art



- ▶ Advertising
- ▶ Architectural
- ▶ Art Editor and Critic
- ▶ Art Teacher
- ▶ Art Therapist
- ▶ Artist
- ▶ Artist: Finishing
- ▶ Make-Up Artist
- ▶ Cartoonist
- ▶ Ceramic Artist
- ▶ Chef
- ▶ Clothing Designer
- ▶ Colour Consultant
- ▶ Coppersmith
- ▶ Costume Designer
- ▶ Comedian
- ▶ Poet
- ▶ Décor / Stage Scenery Designer

- ▶ Display Artist
- ▶ Draughtsman
- ▶ Entertainer
- ▶ Fashion Buyer
- ▶ Fashion Designer
- ▶ Film, Television and Video Producer, Director and Other Careers
- ▶ Museum Careers
- ▶ Photographer
- ▶ Photojournalist
- ▶ Quick Sketch Artist
- ▶ Sign writer
- ▶ Story teller
- ▶ Webmaster
- ▶ Writer

3.3.4 Careers in Creative Space



By Chris Martin

Design:

- ▶ Art director
- ▶ Architect
- ▶ Fashion designer
- ▶ Industrial designer (appliances, toys, cars, furniture.
- ▶ Interior designer
- ▶ Set designer
- ▶ Graphic designer

Crafts:



- ▶ Floral designer
- ▶ Jewellery
- ▶ Glass blower

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- ▶ Woodworker

Fine Arts:

- ▶ Cartoonist
- ▶ Sculptor
- ▶ Art restorer
- ▶ Photographer
- ▶ Illustrator
- ▶ Tattoo artist
- ▶ Animator

Multimedia:

- ▶ Mobile app developer
- ▶ Special effects artist
- ▶ Animator
- ▶ Web developer
- ▶ Video game designer
- ▶ Videographer
- ▶ Radio or TV presenter

Communications:

- ▶ Marketing/Brand Manager
- ▶ Advertising director
- ▶ Technical writer
- ▶ Screenwriter
- ▶ Public relations specialist
- ▶ Journalist, Editor
- ▶ Copy writer

Performing Arts:



By David Hofmann - Unsplash

- Film / stage director
- Film editor
- Make-up artists
- Music composer
- Choreographer
- Actor, Singer, Dancer
- TV and Radio Presenter
- Stage player

3.3.5 Careers in Helping Society



By Tumisu - Pixabay

- Counsellor
- Psychologist and Psychiatrist
- Life coach
- Physiotherapists
- Community worker
- Health (Drs, nurses, therapists)
- Paramedic
- Police officer
- Firefighter
- Dentist
- Optometrists
- Dietician
- Occupational Health and Safety
- Lawyer
- Home carer
- Teacher
- Pastor / Preacher
- Social Work Masters and PhD levels, namely:

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- ✓ Adoption.
- ✓ Probation Services.
- ✓ Social Work in Health Care.
- ✓ Occupational Social Work.
- ✓ Forensic Social Work.
- ✓ Clinical Social Work.
- ✓ Social Work Supervision.
- ✓ School Social Work.
- ✓ Policy and Planning
- ✓ Social Work in Education.

Each specialized field could equip social workers with several skills relevant to that specific environment

3.3.6 Careers in Finance



- Accountant
- Actuary
- Auditor
- Bookkeeper
- Business Economist
- Chartered Accountant

- Credit Controller
- Credit Manager
- Debt Counsellor
- Debtors' Clerk
- Financial and Investment Manager
- Broker
- Insurance Agent
- Insurance Industry
- Quantity Surveyor
- Statistician
- Stockbroker
- Tax Official

3.3.7 Careers in Engineering



By Zee Chow

Engineers develop new technological solutions. During the engineering design process, the responsibilities of the engineer may include defining problems, conducting and narrowing **research**, analyzing criteria, finding and analyzing solutions, and making decisions.

- Aeronautical and Aerospace Engineer
- Agricultural Engineer
- Biofuel Engineer

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- Biomedical Engineer
- Chemical Engineer
- Civil Engineer
- Computer Hardware Engineer
- Computer Software Engineer
- Design Engineer
- Electrical Engineer
- Electronics Engineer
- Energy Engineer
- Environmental Engineer
- Flight Engineer
- Geological Engineer
- Industrial Engineer
- Mechanical Engineer
- Metallurgical Engineer (convert metals into useful products)
- Mining Engineer
- Nuclear Power Engineer
- Quantity Surveyor
- Robotics engineer
- Solar Power Engineer
- Systems Engineer
- Telecommunications Engineer
- Topographical and Engineering Surveyor
- Waste Management \ Engineer

3.3.8 Careers in Medicine



By: Julia Zyablova

- **Allergy**-- work with people who have allergies and other problems
- **Anesthesiology** -- administers sedatives and other medicines before procedures.
- **Anatomy** -- studies the structures of the body.
- **Audiology** -- hearing tests and other disorders
- **Bacteriology** -- study of bacteria
- **Biomedical** – design biomedical equipment and devices
- **Biochemistry** -- molecular structures of various disorders
- **Cardiology** -- disorders and functions of the heart and circulatory systems
- **Clinical Research** -- research for new clinical methods
- **Critical Care** -- works with people in ICU
- **Cytology** -- study of the cells within the body
- **Dentistry** -- works with patients on Oral disorders and care
- **Dermatology** -- works with people on skin disorders
- **Emergency Medicine** -- a whole variety of conditions coming in.
- **Embryology** -- deals with patients who are in early stages of pregnancy
- **Epidemiology** -- researches about flus and other diseases
- **Endocrinology**-- works with patients who have hormone problems
- **Endontology** -- works with patients who have oral disorders

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- **Fertility** -- helps with patients who need information on fertility
- **Gastroenterology** -- works with patients who have stomach and intestine problems.
- **Genetics** -- helps to detect genetic disorders
- **Geriatrics** -- works with older patients and their disorders
- **General Practitioner** – looks at a whole lot of different conditions
- **Gynecology** -- female reproductive system and problems associated
- **Hematology** -- blood problems and working with blood
- **Hepatology** -- works with patients who have liver problems
- **Histology** -- works with patients with tissue problems
- **Immunology** -- works with patients who have immunity problems
- **Infectious Diseases** -- works with patients who have viruses or bacteria
- **Internist**-- works with problems inside the body
- **Industrial Medicine** -- works with problems at the work place
- **Medical Technology** -- looks at improving technology within medicine
- **Neonatology** -- works with patients who have newborns.
- **Nephrology** -- works with patients who have kidney problems
- **Neurology** -- works with patients who have nervous system issues
- **Nuclear Medicine** -- works with dyes to examine patient conditions
- **Nutrition** -- works with patients who need help with their diet
- **Ophthalmology** -- works with patients who have eye diseases.
- **Oncology** -- works with patients who have cancer.
- **Orthopedics** -- works with patients who have bone disorders
- **Obstetrics** -- deals with patients who are pregnant
- **Otolaryngology** -- deals with patients who have issues with ear throat and nose
- **Palliative Care** -- works with patients who are at the end of their life.
- **Pathology** -- works with patients who have diseases.
- **Pharmacology**-- deals with drugs and coming up with new drugs
- **Physical Medicine**-- deals with rehabilitation in patients
- **Physiology** -- deals with the movement and functioning of the patient

- **Psychology** -- deals with the mind but cannot prescribe
- **Paediatrics** -- deals with children
- **Podiatry** -- deals with the feet
- **Periorthodontics** -- deals with the mouth and surrounding organs
- **Psychiatry** -- medical doctor of the mind and can prescribe
- **Pulmonology** -- deals with conditions of the lungs
- **Public Health** -- deals with things like immunizations etc.
- **Radiology** -- deals with x-rays, CT scans, barium enemas, ultrasounds
- **Respirology** -- deals with the lungs and surrounding areas
- **Reproductive Medicine**-- deals with female and male system
- **Rheumatology** -- deals with arthritic patients
- **Sleep Medicine** -- deals with sleep disorders
- **Sports Medicine** -- deals with sports and how to help patients with sports related injuries.
- **Surgery** -- deals with fixing patients who are hurt or ill.
- **Toxicology** -- deals with toxins in the body.
- **Travel Medicine** -- vaccinations and other shots for travelling
- **Urgent Care** -- ICU medicine and other high risk patients
- **Urology** -- deals with the male system and urinary system
- **Veterinary Medicine** -- deals with conditions in animals
- **Wilderness Medicine** -- deals with conditions that you can get in the wilderness.

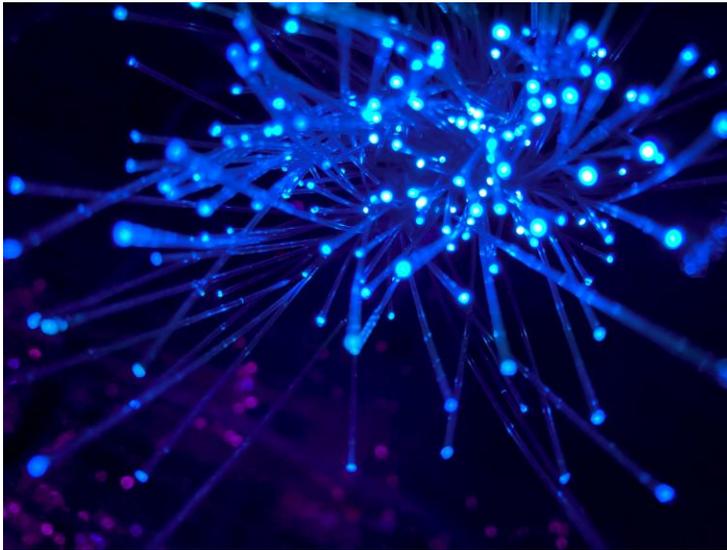
3.3.9 Careers in Law



By Gordon Johnson

- ▶ Criminal Defence lawyer
- ▶ Civil rights (human rights, discrimination, voting)
- ▶ Defamation lawyer
- ▶ Business lawyer
- ▶ Family lawyer
- ▶ Intellectual property lawyer
- ▶ Estate planning attorney
- ▶ Medical malpractice lawyer
- ▶ Corporate attorney
- ▶ Labour Lawyer
- ▶ Personal Injury lawyer
- ▶ Maritime Lawyer
- ▶ Tax Lawyer
- ▶ Civil litigation Lawyer (Sued cases)
- ▶ Environmental lawyer

3.3.10 Careers in Technology



By JJ Ying - Unsplash

- **Artificial Intelligent Engineer** - work to convert machine learning models to Application Program Interfaces.
- **Algorithm Specialist** - a computer scientist who performs research and designs algorithms for educational and real-world applications.
- **3D printing** - Specialist in health care, construction, architecture etc.
- **Back-end Developer** - experts who build and maintain the mechanisms that process data and perform actions on websites.
- **CAD Modelling** - Computer-aided design helps manufacturers create a prototype of a 3D object before printing it.
- **Computer Programmer** - They turn the designs created by software developers and engineers into instructions that a computer can follow
- **Computer Scientist** - design, develop, and analyse the software and hardware used to solve problems in all kinds of business, industry, scientific, and social contexts
- **Cloud Engineer** - identify and integrate public and private cloud computing services and solutions that help organizations operate with greater efficiency, security, and attention to detail

- **Cloud Consultant** - help companies identify and act on their cloud needs, helping them leverage cloud computing for safer, more efficient operations
- **Cybersecurity Specialist** - are responsible for discovering vulnerabilities and risks in networks, software systems and data centres with ongoing vulnerability scans, monitoring network data, and ensuring hardware and software applications are updated
- **Data Administrator** - Ensures integrity in the database, that is, they make sure that all the data stored in the database is not misplaced or mismatched.
- **Data Scientist** - Businesses use data scientists to source, manage, and analyse large amounts of unstructured data
- **Data analyst** - reviews data to identify key insights into a business's customers and ways the data can be used to solve problems
- **Machine learning engineer** - you'll be responsible for creating programmes and algorithms that enable machines to take actions without being directed.
- **Mobile app developer** - uses programming languages and development skills to create, test, and develop applications on mobile devices.
- **Network Engineer** - design and implement network configurations, troubleshoot performance issues, carry out network monitoring and configure security systems such as firewalls.
- **Robotics engineer** - designs prototypes, builds and tests machines, and maintains the software that controls them
- **Robotics technician** - Their primary goal is to increase the efficiency and prolong the life of robotic equipment.
- **Software Engineer** - design and create computer systems and applications to solve real-world problems
- **System Analyst** - Systems analysts analyse how well software, hardware and the wider IT system fit the business needs of their employer or of a client

- **System Programmer** - installs, customizes, and maintains the operating system, and also installs or upgrades products that run on the system
- **Systems Administrator** - are information technology (IT) professionals who make sure an organization's computer systems are functioning and meet the needs of the organization.
- **IT Technician** - provide computer or software support within a company or organisation
- **Technical Support Specialist** - Your job duties usually include working to analyse and test computer networks and systems.
- **User Experience Designer** - make a product or service usable, enjoyable, and accessible
- **Video Game Designer** - imagines almost everything about a game, including its plots, characters, visual designs, and layouts.
- **VoIP Engineer** - oversee and engage in the design, implementation, support, troubleshooting, maintenance, and upgrading of Voice over Internet Protocol systems
- **Web developer** - create and maintain websites

NB to note:

This sector will continue to grow as new innovations get introduced. It is vital that you keep abreast with the latest trends within your sector.

3.3.11 Other Careers

Sector	Jobs
Agriculture – plant	Farming, plant/crop production, farm management, food distribution, nursery, golf course management, landscape, biotechnology, forestry, viticulture, winemaker etc.
Agriculture - stock	Stock production, dairy production, poultry production, aqua culture, Beekeeping, animal fibre harvesting, animal health, animal doctor (veterinary), fishing etc.
Arts	Fine arts (illustrator), culinary arts, visual arts, performing arts, theatre, photographer, Interior designer, graphic designer, game designer, educator, editor, graphic designer, fashion designer, historian, musician, writer, journalist, communication specialist, interpreter, producers, film directors, stylists, hair and makeup, etc.
Construction	Project engineer, architect, quantity surveyor, construction inspector, electrician, plumber, pipefitter, carpenter, etc.
Communication/Media	Public relations specialists, Meeting/Event planner, communication specialist, Media planner, Social Media Manager, Brand and Marketing management, etc.
Human Resources	Human Resources manager, Training manager, Transformation manager, Recruitment specialist, etc.
Education	Teaching, training, facilitation, etc.

Environmental	Conservation scientist and forester, energy auditor, environmental engineer, environmental lawyer, environment protection technician, environmental scientist, hydrologist, landscape architect.
Engineering	Aerospace, mechanical, civil, environmental, mining, petroleum, chemical, nano, computer, industrial, software, biomedical, marine, nuclear, etc.
Finance	Commercial banker, Investment banker, Hedge funders, Chartered accountant, Accountant, Auditing, etc.
Law	Lawyer, attorney, paralegal, legal secretary, law clerk. Types: Commercial, criminal, maritime, environmental, family, property, social media, etc.
Mining	Mining engineer, geologist, Operators/ technicians/ miners, surveyors, mine supervisors, occupational health safety and environmental professionals, geophysicists, metallurgists, etc.
Maritime	Marine and ship engineers, crewmember, deck officers, maritime law (maritime and fisheries lawyers), tug masters, marine pilots, harbor masters, ship surveyors, maritime environmentalist (sea pollution).
Security	Police officer, Traffic officer, army, navy, forensics, private security, prison warder, etc.
Transport	Taxi driver, train driver, bus, driver, truck driver, ship driver, logistics manager, pilot, technician, mechanic, engineers, cabin crew, etc.
Retail	Buyer, merchandiser, packer, sales manager, store manager, customer service, human resources, etc.

Hospitality	Concierge, event planner, executive chef, hotel manager, housekeeper, porter, waiter/waitress, cruise director.
Media	TV Presenter, journalist, reporter, writer, radio presenter, publicist etc.
Health and Medicine	Doctor, nurse, midwife, home carer, medical administration, therapists, dentist, optometrist, orthodontist,
Entertainment	Music directors and composers, Musicians and singers, sports, actors, comedian, DJs, fashion, dancers etc.
Tourism	Travel agent, tour operator, game ranger.
Social Services	Social Workers, Psychologists, counsellors, sociologist, community worker.
Technology	Software Engineer, Software/App Developer, Information Security Specialist, IT analyst, Data Administrator, Computer support specialist, Computer network specialist, Cloud computing engineer, Website developer.

Activity 3.3: List Your chosen career?

- Now that you have explored the different types of careers, recreate your final list of 3 career options.
- This is to test if you still feel the same about your first choice or if there are changes.

Allow 10m for this activity

Option 1:

Option 2:

Option 3:

Why predict the future of your career?

The world of work is changing fast due to technology and digitisation, therefore predicting the future is exactly what you need to do if you intend to invest in skills that you will need once you start working.

It is not easy to predict the future if you are still at high school without understanding what is happening in the world around you. If you are preparing to study for a certain

career or want to invest in certain skills, one needs to predict the future to understand where those skills will be needed in the future.

The speed of change in the workplace is faster than ever before, thanks to technology and digitisation. A way to predict the fields that will be popular in the future is to stay away from those that will not. Demand for certain skills continues to deteriorate, as a result of technology and digitisation. At the same time, new ones are emerging and those are the ones that will be in demand.

Study the future stability of your career choice

Consider the future stability of the career you choose, as some jobs will become redundant due to technology and digitisation.

This will also lead to a less demand for some of the skills, therefore you need to ensure you acquire skills that will be in-demand. Some of the fields or roles get an oversupply of certain skills, which means there is less demand for people with those skills needed in a specific area.

Under supply of skills refers to lots of jobs available needing a certain skill, however there is less people who hold such skills. Therefore, this creates a demand for those skills, which may require the government to attract people from outside the country who possess such skills. You need to ensure you train for the skills that are or will be in demand.

Activity 3.4: Research the Future stability of your career choice and other jobs

- In your groups, research which careers will not exist in the ten years and why.
- Each group must present their own list
- Based on the class feedback, each person must create their own list based on their own list and also research this list.

Allow 30m for this activity

How and why consider what the employer wants.

The workplace is rapidly changing and one needs to have relevant skills in order to remain relevant. Therefore, it's important to have the qualifications and skills needed by the employer in order to differentiate yourself from the cluttered job market:

- ✓ Employers would sometimes provide useful hints about the kinds of skills they want.
- ✓ Employers are mostly interested in graduates that have majored in certain subjects and have acquired certain skills linking to a specific job or role.
- ✓ Employers will continue to place a high value on educated applicants. Be careful about being overqualified for the field without acquiring any work experience.
- ✓ Most successful people tend to be lifelong learners who develop new skills continuously while working.
- ✓ Building multiple skill sets, can be a tremendous way to differentiate yourself in a cluttered job market.
- ✓ The most lasting skills are those that are transferable from one field to another. The economy is changing rapidly due to globalisation and digitisation, so you can no longer rely on one area of expertise.

How to conduct your own research?

It's important to conduct research when deciding on a career, to understand what is available, where will you work, who the employer will be and what the demand of those skills will be:

- ✓ If you know many people who studied a particular career and cannot find a job, then cautiously think before you choose those careers.

- ✓ Or if you've never see an advertisement in the newspapers and online about that career, then carefully think before you rush to study for that career, as it might indicate there is no demand for it.
- ✓ On the other hand, if you see many advertisements about a certain career, then consider it if it is something that interests you, as there is a demand for it.

SECTION D

INSTITUTIONS OF HIGHER EDUCATION (How to Apply for Post School Education)

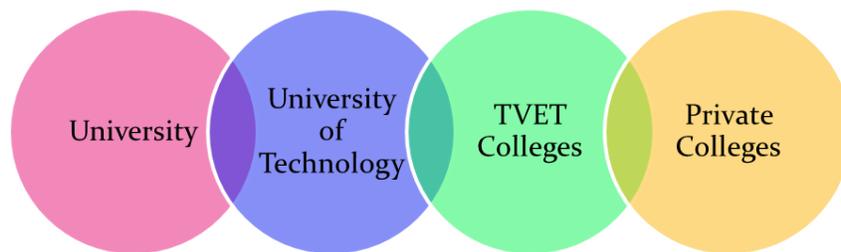


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The aim of this section is to make you aware of the different institutions of higher learning available in the country and how they work.

Preparation to study at a higher institution starts early in high school and not in matric. For you to be accepted you need to meet the entry requirements of the higher institution of your choice. It's important that you do your research to understand how each one works and know what is required for you to be accepted, as the requirements are not the same.

These are different types of institutions of higher learning:



3.4 University



Picture by Dom Fou from Unsplash

What studying at a University entails?

A university is an institution of higher education and research which awards academic degrees in several academic disciplines. Universities typically offer both undergraduate and postgraduate programs in different schools or faculties of learning. Duration of the courses is between 3 and 4 years, some are longer than that, depending on the course you're studying towards.

A University offers academic education that has various types of bachelor degrees. Your choice of subjects done at school determines which faculty you can go to. Pure Maths gives you a wider choice of degrees to apply for compared to Maths Lit.

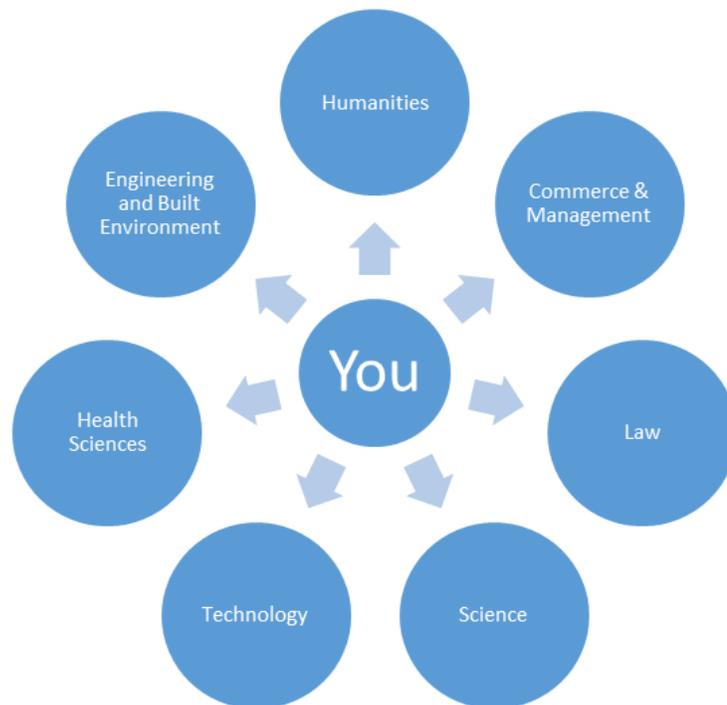
3.4.1 Entry Requirements:

Entry requirement for university is a standard of performance you must achieve in order to be considered for a degree you're applying to.

- Matric certificate (National Senior Certificate)
- A pass in National Bench Mark Test (NBT) – an admission test, which assesses academic readiness to study at a university or where you're applying to.
- Admission Point Score (APS), calculates the overall score you got for each mark. The total determines whether you'll be accepted or not. Meeting the minimum requirements doesn't guarantee you a space.
- Application is done online and opens every March or April of every year. Visit the websites early in the year to check the opening and closing dates.
- A 70% pass in matric has a greater chance of being accepted.
- A pass in the compulsory and recommended subjects is required.

3.4.2 Examples of Faculties:

A faculty is a division within a university or college comprising of an area of specialisation, cluster their faculties or a group of related subject areas. The below is an example, not all universities cluster their faculties the same way.



3.4.3 Examples of the Courses Offered in Each Faculty:

Humanities	<ul style="list-style-type: none">•African Studies, Anthropology, Economics, Gender Studies, Industrial Sociology*, Philosophy, Politics and Governance, Psychology, Religious Studies, Social Work, Bachelor of Social Science in Philosophy, Politics and Economics, Sociology*, History, Fine arts, Theatre and Performing Arts, Music, Social Science, Film and Production, Journalism, Fashion Studies, Media, etc
Commerce, Management and Law	<ul style="list-style-type: none">•Accounting, Economics, Actuarial Science, Finance, Business and Management degree, Marketing, Industrial Psychology, Auditing, Agribusiness, Taxation, Digital marketing, Transport and logistics, Law, Human Resources, etc
Engineering & Built Environment	<ul style="list-style-type: none">•Industrial Engineering, Chemical Engineering, Electrical, Computer, Civil, Mining, Materials Science, Metallurgical Engineering, Mechanical, Aeronautical Engineering, Architecture, Quantity Surveyor, etc
Health Sciences	<ul style="list-style-type: none">•Anatomical Sciences, Clinical Medicine, Oral Health Sciences, Pathology, Physiology, Public Health, Therapeutic Sciences, Psychiatry, Pharmacy, Forensics, Dietician, Nursing Science, Occupational Therapy, Physio Therapy, Speech Therapy, Dentistry, Radiology, etc
Sciences	<ul style="list-style-type: none">•Animal, Plant, Environmental sciences, Chemistry, Computer sciences, Applied Mathematics, Geography, Archaeology, Environment Sciences, Geosciences, Mathematics, Molecular and Cell Biology, Physics, Statistics, etc
Technology	<ul style="list-style-type: none">•Informatics, Information Science, Computer Science, Animation, Python, Programming, Cyber security course, Web & Graphics design, Software developer, etc

Please note that not all universities offer the same courses. You need to do your research to find out which university offer what you are interested in.

3.4.4 Examples of Degrees

Humanities	<ul style="list-style-type: none">•BA -stands for Bachelor of Arts which is an undergraduate•Post graduate studies has 1)Honours, 2)Masters, 3)PHD
Commerce	<ul style="list-style-type: none">•B.Com.– stands for Bachelor of Commerce. Generally a 3 years long course. B.B.A.– stands for Bachelor of Business Administration. 3 years long course. B.M.S.– stands for Bachelor of Management Science.•Post graduate studies has 1)Honours, 2)Masters, 3)PHD
Engineering	<ul style="list-style-type: none">•BSc Engineering - stands for Bachelor of Science in Engineering•MSc Engineering and PHD
Technology	<ul style="list-style-type: none">•Bachelor of Science in Engineering•Bachelor of Science•Bcom
Sciences	<ul style="list-style-type: none">•Bsc - Bachelor of Science
Medicine	<ul style="list-style-type: none">•BHSc - Bachelor of Health Sciences•MBBCh - Stands for Bachelor of Medicine•BN - Bachelor of Nursing, B Pharmacy, BSc OT - Occupational Therapy, Bsc Physio - Physiotherapy
Law	<ul style="list-style-type: none">•LLB - Stands for Bachelor of Law Degree•LLH - Bachelor of Law in Honours•LLM - Bachelor of Law in Masters•BA or Bcom Law

3.4.5 List of Universities

University	Contact Details	Website	Faculties
Gauteng			
Witwatersrand (Wits)	011 717 1000 / 1888	www.wits.ac.za	Commerce, Law and Management, Engineering and Built Environment, Health Sciences, Humanities, Science
University of Johannesburg (UJ/ RAU)	011 559 4555 mylife@uj.ac.za	www.uj.ac.za	Art, Design and Architecture, Business and Economic, Education, Engineering and the Built Environment, Health Sciences, Humanities, Law, Science
University of Pretoria (UP/ Tuks/ Tukkies)	012 420 4111 cathy.sandis@up.ac.za / csc@up.ac.za	www.up.ac.za	Built Environment & IT, Economic and Management Sciences, Education, Engineering, Health Sciences, Humanities, Law, Natural & Agricultural Sciences, Theology and Religion, Veterinary Science
Tshwane University of Technology (TUT) (Tshwane campus)	086 110 2421 general@tut.ac.za SMS Number: 30655	www.tut.ac.za	Arts and Design, Economics and Finance, Engineering and the Built Environment, Humanities, Information and Communication Technology, Management Sciences, Science.
Sefako Makgatho Health Sciences University (MEDUNSA)	Phone: (012) 521 5759 5760 4464 5060 Fax: (012) 560-0086	www.smu.ac.za	Medicine Pharmacy Science & Technology Health Care Sciences Oral Health Sciences
Vaal University of Technology (VUT)	016 950 9000/9356	www.vut.ac.za	Applied & Computer Sciences, Engineering and Technology, Human Sciences, Management Sciences

Free State			
University of the Free State (UFS)	051 401 9666 / 3000 / 2525 / 9288 studentadmin@ufs.ac.za	www.ufs.ac.za	Economic and Management Sciences, Education, Health Sciences, Humanities, Law, Natural and Agricultural Sciences, Theology
Central University of Technology (CUT)	051 507 3911 / 057 910 3500	www.cut.ac.za	Engineering, Built Environment and Information Technology, Health and Environmental Sciences, Humanities, Management Sciences.
Eastern Cape			
University of Fort Hare	040 602 2011 / 043 704 7000	www.ufh.ac.za	Education, Health Sciences, Law, Management & Commerce, Science & Agriculture, Social Sciences & Humanities.
Rhodes University (Rhodes)	046 603 8111	www.ru.ac.za	Commerce, Education, Humanities, Law, Pharmacy, Science
Nelson Mandela Metropolitan University	041 504 1111 info@mandela.ac.za	www.mandela.ac.za	Business and Economic Sciences, Education, Humanities, Engineering, the Built Environment and Information Technology, Health Sciences, Law, Science.
Walter Sisulu University	047 502 2111	www.wsu.ac.za	Commerce and Administration, Education and school development, Humanities, Social Sciences and Law, Engineering & Technology.
KwaZulu-Natal			
University of KwaZulu-Natal (UKZN)	031 260 1111 033 260 5111	www.ukzn.ac.za	Humanities, Agriculture, Engineering and Science, Health Sciences, Law and Management.
Durban University of Technology (DUT)	031 373 2000 info@dut.ac.za	www.dut.ac.za	Accounting & Informatics, Applied Sciences, Arts and Design, Engineering and the Built Environment, Health

			Sciences, Management Sciences.
University of Zululand (UniZulu)	035 902 6000 cmd@unizulu.ac.za	www.unizulu.ac.za	Humanities and Social Sciences, Commerce, Administration & Law, Education, Science & Agriculture,
Mangosuthu University of Technology (MUT)	031 907 7111 info@mut.ac.za	www.mut.ac.za	Engineering, Management Sciences, Natural Sciences
Limpopo			
University of Limpopo (Turffloop)	012 521 4058 / 015 268 2808 / 9111 enrolment@ul.ac.za	www.ul.ac.za	Health Sciences, Humanities, Management and Law, Science And Agriculture.
University of Venda (Univen)	015 962 8000	www.univen.ac.za	Science, Engineering and Agriculture, Management, Commerce and Law, Education, Humanities, Social Sciences, Health Sciences
Tshwane University of Technology (TUT) (Polokwane campus)	086 110 2421 SMS 30655 general@tut.ac.za	www.tut.ac.za	Arts & Design, Economics and Finance, Engineering and the built Environment, Humanities, Information and Communication Technology, Management Sciences, Science.
Mpumalanga			
University of Mpumalanga	013 002 0001 info@ump.ac.za studentapplications@ump.ac.za	www.ump.ac.za	Agriculture and Natural Science, Education, Economics, Development, Business Management.
Tshwane University of Technology (TUT) (Mbombela campus)	013 745 3502	breytenbacha@tut.ac.za www.tut.ac.za	Economics and Finance, Humanities, Management Sciences
Tshwane University of Technology (TUT) (eMalahleni campus)	013 653 3100 / 013 653 3104 086 110 2421	www.tut.ac.za	Engineering and the Built Environment, Humanities, Information and Communication Technology, Management Sciences

Northern Cape			
Sol Plaatje University	053 491 0000 information@spu.ac.za	www.spu.ac.za	Economic and Management, Education, Humanities, Natural and Applied Sciences

*Please note that the list is based on what was available at the time of producing this book. Some information may have been added or removed by the universities.

Use this book as a guide. It is your responsibility to do further research on the courses that you want to pursue to check if it's accredited or not.

Also do your own research on the entry requirements, area of study, location, duration of the course etc.

3.5 University of Technology



Picture by Ousa-Chea from Unsplash

3.5.1 What studying at the University of Technology entails?

- Associated with national diploma programmes.
- Offer a more practical education than universities
- Study include theory and practical related to the course chosen.

3.5.2 What are the entry requirements?

- Each course has its own specific admission requirements.
- Admission requirements of individual programmes may change from year to year, so make sure you submit the correct information.
- For some programmes, an admission test is required, which will determine whether you will be admitted in the programme, or whether it will be recommended that they enrol for a relevant foundation/bridging course.

3.5.3 Examples of the different faculties and courses found at the University of Technology:

Faculty of Sciences	<ul style="list-style-type: none"> •Agriculture, Health and Natural sciences, Biotechnology, Chemistry, Environmental Science, Fire Technology, Food Technology, Geology, Industrial Physics, Mathematical Technology, Quality and Water Care. •Agricultural courses including Crop Production, Mixed Farming, Rural Development and Extension, Agricultural Management, Animal Production, Equine Science, Nature Conservation, Ecotourism Management, Game Ranch Management, Horticulture, Landscape Technology
Faculty of Humanities	<ul style="list-style-type: none"> •Applied Languages; Integrated Communication; Journalism; Law; Public Management; Safety and Security Management, School of Education, etc
Engineering and Built Environment	<ul style="list-style-type: none"> •Clothing Management, Textile technology, Geomatics, Quantity Surveying, Maritime Studies, Mechanical, Electrical, Civil, Chemical, Construction Management
Faculty Art & Design	<ul style="list-style-type: none"> •Fine & Studio Arts, Interior Design, Design Studies (Fashion - and Jewellery Design & Manufacture), Performing Arts (Dance, Music, Theatre Arts – Performer/Theatre Arts – Designer), and Visual Communication (Commercial Photography, Integrated Communication Design and Motion Picture Production)
Information Communication Technology	<ul style="list-style-type: none"> •Data science and analytics, cybersecurity, Internet of Things (IoT), artificial intelligence, robotics, virtual and augmented realities
Management Sciences	<ul style="list-style-type: none"> •Hospitality Management, Management, Entrepreneurship, Marketing, Supply chain management, Sport Management, Office Management and Technology, Operations Management, People Management and Development, and Tourism Management

3.5.4 List of Universities of Technology

- Cape Peninsula University of Technology (Western Cape)
- Central University of Technology (Free State) (Bloemfontein and Welkom Campus)
- Durban University of Technology (KZN) (Pietermaritzburg and Durban Campus)
- Mangosuthu University of Technology (KZN)
- Tshwane University of Technology (Gauteng)

► Vaal University of Technology (Gauteng)

Do your own research on the entry requirements, area of study, location, duration of the course etc.

3.6 TVET Colleges



Picture by Geralt from Pixabay

3.6.1 What studying at the TVET Colleges entails?

- ▶ TVET stands for: Technical Vocational Education and Training
- ▶ It is an alternative training to studying at a University or at the University of Technology
- ▶ It offers courses developed to respond to the scarce skills needed by the employers.
- ▶ To get your full qualification, you will need to have completed 18 months of theory and 18 months of work experience.
- ▶ It is hands on based education, because it includes practicals.
- ▶ It mostly offers certificates and some diploma but not degrees
- ▶ TVET colleges do not offer the same courses, some of the courses offered are mostly driven by location and business activity happening in the area i.e: Agriculture, Maritime, etc.
- ▶ Studying at a TVET college allows one to learn a trade in a specific field and you can venture into a business afterwards.
- ▶ Ensure that the course you are registering for is accredited with the relevant bodies like SETAs, QCTO, CHE, SAQA etc.

3.6.2 What are the entry requirements for TVET Colleges?

- ▶ Grade 9 Certificate (N1)
- ▶ Grade 12 Certificate (N4)
- ▶ Learners must possess relevant subjects for the relevant course.
- ▶ Competency test for some courses is required.

The purpose of the competency test is to ensure that the student is placed in a programme best suited for his/her ability.

3.6.3 Courses offered at TVET Colleges

• Art and design	• IT
• Boiler Maker	• Hair Dressing
• Business Management	• Intro to food services
• Civil Engineering and building construction	• Legal Secretary
• Clothing production	• Management
• Carpentry	• Marketing
• Brick laying	• Mechatronics
• Painter	• Medical Secretary
• Drawing office practice	• Office admin
• Education and development	• Music composition
• Electrical Infrastructure Construction	• Music performance
• Engineering (Automotive)	• Music studio
• Engineering (Chemical)	• Nail and Beauty
• Engineering (Civil)	• Primary Agriculture
• Engineering (Electrical)	• Primary Health
• Engineering (Mechanical)	• Process Plant Operations
• Engineering (Water and waste water)	• Public Management
• Engineering & Related design	• Safety in Society
• Furniture making	• Transport and Logistics
• Hospitality	• Yacht and Boat Building

3.6.4 List of TVET colleges available in the country

University	Contact Details	Website	Programmes
Western Cape			
Boland College	021 886 7111/2	www.bolandcollege.com	<ul style="list-style-type: none"> - Civil Engineering & Building Construction - Economic Management Sciences - Engineering & Related Design - Engineering Studies - Hospitality & Tourism - Information Technology & Agriculture - Office Management Sciences - Safety and Security - Social Sciences
College of Cape Town	021 404 6700 - info@cct.edu.za	www.cct.edu.za	<ul style="list-style-type: none"> - Art & Design - Hair Care - Beauty Therapy - Building & Civil - Business Studies - Education & Training - Electrical Engineering - Hospitality Services - Mechanical Engineering - Information Technology - Travel & Tourism
False Bay Collage	021 787 0800	www.falsebaycollege.co.za	<ul style="list-style-type: none"> - Business Studies - Education - Engineering - Hospitality - Tourism - Information Technology - Maritime - Safety in Security
Northlink College	021 946 2250	www.northlink.co.za	<ul style="list-style-type: none"> - Business Studies - Construction - Engineering - Welding - ECD - Autotronics - Automotive repairs and spray - Management - Hospitality
South Cape College	023 449 1140 communications@sccollege.co.za	www.sccollege.co.za	<ul style="list-style-type: none"> - Business Management - Educare - Hospitality and Catering Services

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			<ul style="list-style-type: none"> - Human Resources Management - Management Assistant - Marketing Management - Public Management - Tourism Management
West Coast College	(022) 482 1143 info@westcoastcollege.co.za complaints@westcoastcollege.co.za	www.westcoastcollege.co.za	<ul style="list-style-type: none"> - Business Management - Educare & Development - Hospitality and Catering Services - Human Resources Management - Office Admin - Public Management - Tourism Management - Management - Welding - Mixed farming - Financial Management - Water Waste Management
Northern Cape			
Northern Cape TVET College	City Campus 053 839 2000 Moremogolo Campus 053 839 4700 Phatsimang Campus 053 839 4777	www.ncutvet.edu.za	<ul style="list-style-type: none"> - Engineering - Tourism - Hospitality - Safety in society - Process plant operation - Information Technology and Computer Science - Building and Construction - Electrical Infrastructure Construction - Multi-Disciplinary Drawing Office Practice; - Business Studies
Northern Cape Rural TVET College	De Aar Tel: 0871882066 Kathu Tel: 0871882064 Campus Kuruman Tel: 0871882065 Upington Tel: 0871882062 Namaqualand Tel: 0871882067	www.ncrtvet.com	<ul style="list-style-type: none"> - Engineering - Tourism - Hospitality - Safety in society - Business Studies - Turning - Boiler making - Welding - Mill wright - Auto electrical - Mechanic - HR - Financial Management - Legal secretary
Free State			

Flavius Mareka TVET College	<p>Central office 016 976 0829/0815</p> <p>Sasolburg campus 016 927 0829/0815</p> <p>Kroonstad Campus 056 212 5157/8</p> <p>Mphohadi Campus 056 214 1111/1341</p>	www.flaviusmareka.net	<ul style="list-style-type: none"> - Business studies - Engineering studies - Marketing - Office Admin - Hospitality - Finance, Economics and Accounting - Tourism Management - Transport and Logistics - Civil Engineering & Building Construction - Electrical Infrastructure Construction - Engineering & Related Design - Drawing Office Practice - Information Technology & Computer Science - Generic management - Office Administration
Goldfields TVET	<p>Central office 057910 6000</p> <p>Welkom Campus 057 910 1600</p> <p>Tosa Campus 057 910 6700</p> <p>Skills Centre 057 439 0931</p> <p>Meloding Satellite 057 439 0993</p>	www.goldfieldstvet.edu.za	<ul style="list-style-type: none"> - Marketing - Finance, Economics and Accounting - Office Administration - Tourism - Hospitality - Information Technology & Computer Science - Electrical Infrastructure Construction - Engineering & Related Design - Civil Engineering & Building Construction - Drawing Office Practice - Electrical Engineering - Civil Engineering: Plumbing - Multi-Disciplinary Draughting Office Practice (MDDOP) - Engineering & Related Design
Maluti TVET College	<p>Main Campus 058 713 6100</p> <p>Bethlehem Campus 087 941 6839</p> <p>Harrismith Campus</p>	www.malutitvet.co.za	<ul style="list-style-type: none"> - Information Technology - Electrical Infrastructure Construction - Engineering and Related Design

	<p>058 622 2785</p> <p>Kwetlisong Campus 058 713 6655</p> <p>Bonamele Campus 058 713 1391</p> <p>Sefikeng Campus 087 941 6408</p> <p>Itemoheleng Campus 058 713 0296</p> <p>Lere La Tshepe Campus 058 713 6611</p>		<ul style="list-style-type: none"> - Civil Engineering and Building Construction - Marketing - Finance, Economics and Accounting - Office Administration - Primary Agriculture - Marketing - Finance, Economics and Accounting - Office Administration - Primary Agriculture
Motheo TVET College	<p>Central Office 051 406 9300</p> <p>Bloemfontein Campus 051 411 2000</p> <p>Hillsideview Campus 051 409 3300</p> <p>Thaba’Nchu Campus 051 873 5200</p> <p>Botshabelo Campus 051 813 9010</p> <p>Koffiefontein Campus 051 813 9011</p> <p>Zastron Campus 051 813 9012</p>	www.motheotvet.edu.za	List of programmes was not available at the time of print
Mpumalanga			
Ehlanzeni TVET College	<p>Nelspruit Campus 013 741 3061</p> <p>Mapulaneng Campus 013 590 0015</p> <p>Mthimba Campus 013 712 6640</p> <p>Kanyamazane Campus 013 774 3767</p> <p>Mlumati Campus 013 590 0028</p>	www.ehlanzencollege.co.za	<ul style="list-style-type: none"> - Marketing / Public relations - Finance, Economics and Accounting - Office Administration - Tourism - Hospitality - Information Technology & Computer Science - Electrical Infrastructure Construction - Engineering & Related Design - Civil Engineering & Building Construction - Drawing Office Practice - Electrical Engineering

			<ul style="list-style-type: none"> - Civil Engineering: - Plumbing - Educare
Gert Sibanda TVET College	<p>Emerlo Campus 017 811 5428</p> <p>Evander Campus 017 632 2388</p> <p>Sibanefetu Campus 017 887 9980</p> <p>Standerton Campus 017 712 2180</p> <p>Balfour Campus 079 505 3242</p>	www.gscollge.co.za	<ul style="list-style-type: none"> - Marketing - Finance, Economics and Accounting - Generic Management - Office Administration - Hospitality - Information Technology & Computer Science - Electrical Infrastructure Construction - Engineering and related design - Civil Engineering & Building Construction
Nkangala TVET College	<p>CN Mahlangu Campus 013 973 1966</p> <p>Middleburg campus 013 243 7441</p> <p>Mpondozankomo Campus 013 699 0302/1113</p> <p>Witbank Campus 013 656 2597</p> <p>Waterval Boven Campus 013 658 4703</p>	www.ntc.edu.za	<ul style="list-style-type: none"> - Finance, Economics and Accounting - Office Administration - Tourism - Hospitality - Information Technology & Computer Science - Electrical Infrastructure Construction - Engineering & Related Design - Civil Engineering & Building Construction - Transport and logistics
Gauteng			
Central Johannesburg College (CJC)	+27 11 351-6000 info@cjc.edu.za	www.cjc.edu.za	<ul style="list-style-type: none"> - Marketing Management - Boiler Making - Hospitality - Human Resources Management - Cosmetology - Tourism Management - Clothing production - Art & Design - Hair care - Music performance - Studio Work
Ekurhuleni East College	<p>Sam Ngema Road Springs 1559</p> <p>011730 6600</p>	www.eec.edu.za	<ul style="list-style-type: none"> - Engineering - Hospitality - Tourism - Management (wholesale and retail)

			<ul style="list-style-type: none"> - Finance - IT - Tool making - Automotive - Electrical - Plumbing - Boiler making - Foundry - Furniture making - Construction
Ekurhuleni West College (EWC)	+27 (0)11 323 1600 info@ewc.edu.za	www.ewc.edu.za	<ul style="list-style-type: none"> - Marketing Management - Human Resources Management - Financial management - Business management - Tourism Management - Beauty Therapy - Hair dressing - Hospitality - Engineering - Information Technology
South West Gauteng College	010 141 1000 headoffice@swgc.co.za	www.swgc.co.za	<ul style="list-style-type: none"> - Marketing Management - Human Resources Management - Financial management - Business management - Tourism - Engineering - Information Technology - Basic Boiler making - Basic Air Conditioning and Refrigeration Maintainer - Arc and Gas Welding Assistant - Automotive servicing skills - Community House Building: Ceiling installation, Glazing, Flooring & Tiling, Basic Plumbing - Installation, Repair and Maintenance: Plumbing & Solar Water Heating - Basic Electrical
Tshwane North College	012 401 1600 info@tnc.edu.za	www.tnc.edu.za	<ul style="list-style-type: none"> - Management Assist - Human Resources Management - Financial management

			<ul style="list-style-type: none"> - Art and design - Tourism Management - Engineering - Information Technology - Public Relations - Clothing production - Public Management - Legal secretary - Business Management - Brick laying - Plumbing - Transport and logistics - Marketing
Tshwane South College	012 401 5000 info@tsc.edu.za	www.tsc.edu.za	<ul style="list-style-type: none"> - Office admin - Financial management - Tourism Management - Engineering - Information Technology - Construction
Western College	011 692 4004/82	www.westcol.co.za	<ul style="list-style-type: none"> - Business Management - Financial management - Tourism Management - Human Resources Management - Information Technology - Marketing Management - Public Management
Kwa Zulu Natal			
Coastal KZN College	031 905 7000 info.coastal@kzntvet.edu.za	www.coastalkzn.co.za	<ul style="list-style-type: none"> - Business Management - Financial management - Tourism Management - Human Resources Management - Information Technology - Marketing Management - Public Management - Draughting
Elangeni College	+27 (0) 31 716 6700 info@elangeni.edu.za	www.elangeni.edu.za	<ul style="list-style-type: none"> - Business Management - Financial management - Tourism Management - Human Resources Management - Information Technology - Marketing Management - Public Management - Farming Management - Engineering - Water Waste Management - Hospitality & Catering

			<ul style="list-style-type: none"> - Tourism - Plumbing - Construction - Furniture - Automotive Spray Painting - End User Computing
Esayidi College	039 689 5482/3	www.esayidifet.co.za	<ul style="list-style-type: none"> - Office Administration - Finance, Economics & Accounting - Transport & Logistics - Engineering & Related Design - Business Management - Financial Management - Electrical Engineering - Mechanical Engineering
Majuba College	034 326 4888	www.majuba.edu.za	<ul style="list-style-type: none"> - Business Management - Financial management - Tourism Management - Human Resources Management - Information Technology - Marketing Management - Public Management - Farming Management - Engineering - Water Waste Management - Hospitality & Catering - Tourism - Plumbing - Construction - Furniture making - Mechanic - Fitter - Turner - Boiler - Rigger - Plumbing
Mnambithi College	036 631 0360 info.mnambithi@feta.gov.za	www.mnambithicollege.co.za	<ul style="list-style-type: none"> - Office Administration - Finance, Economics & Accounting - Transport & Logistics - Engineering & Related Design - Business Management - Financial Management - Electrical Engineering - Mechanical Engineering

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Thekwini College	info@thekwini.edu.za	www.thekwini.edu.za	<ul style="list-style-type: none"> - Electrical plumbing - IT - Engineering - Chef - Hospitality - Furniture making - Tourism
Umfoloji College	035 902 9501 035 797 4319 info@umfolozi.edu.za	www.umfolozicollege.co.za	<ul style="list-style-type: none"> - Management Assistant - Financial Management - Hospitality & Catering - Farming Management - Educare - Clothing production - Legal Secretary - Engineering - Building construction - Fitting - Welding - Transport & logistics
Umgungundlovu College (UFET)	033 341 2100/2214 marketing@uftc.edu.za	www.utvet.co.za	<ul style="list-style-type: none"> - Management courses - Hospitality & Catering - Farming Management - Educare - Clothing production - Legal Secretary - Engineering - Building construction - Fitting - Welding - Transport & logistics - Plant processing - Safety in society
North West			
Orbit College	013 597 5500 info@orbitcollege.co.za	www.orbitcollege.co.za	<ul style="list-style-type: none"> - Administration - Tourism - Engineering - Finance - Management - Transport and Logistics - IT - Hospitality
Vuselela College	018 464 0300	www.vuselelacollege.co.za	<ul style="list-style-type: none"> - Office Administration - Marketing Management - Finance, Economics & Accounting

			<ul style="list-style-type: none"> - Transport & Logistics - Engineering & Related Design - Business Management - Public Management - Electrical Engineering - Mechanical Engineering - Education & Development - Tourism - Hospitality - ITC - Primary Agriculture
Limpopo			
Capricorn College	015 283 3300 enquiries@capricorncollege.edu.za	www.capricorncollege.edu.za	<ul style="list-style-type: none"> - Financial Management - Business Management - HR Management - Hospitality - Tourism
Lephalale College	014 476 2252 marketing@leptvetcol.edu.za	www.leptvetcol.edu.za	<ul style="list-style-type: none"> - Fitting and turning - Engineering - Business studies - Hospitality
Letaba College	(015) 3075440 centraloffice@letcol.co.za	www.letcol.co.za	<ul style="list-style-type: none"> - Business Management - Marketing Management - Human Resources Management - Management Assistant - Office Administration - Finance, Economics and Accounting - Transport and Logistics - Tourism - Artisan Development
Sekhukhune College	013 269 0020 csbarlow@sekfetcol.co.za	www.new.sekhukhunetvet.edu.za	<ul style="list-style-type: none"> - Financial Management - Marketing Management - Human Resources Management - Management Assistant - Office Administration - Finance, Economics and Accounting
Vhembe College	015 963 7000 info@vhembecollege.edu.za	www.vhembecollege.edu.za	<ul style="list-style-type: none"> - Office Administration - Marketing Management

			<ul style="list-style-type: none"> - Finance, Economics & Accounting - Transport & Logistics - Engineering & Related Design - Business Management - Public Management - Electrical Engineering - Mechanical Engineering - Education & Development - Tourism - Clothing Production - Hospitality - ITC - Process Plant Operation
Waterberg College	015 492 9000 marketing@waterbergcollege.co.za	www.waterbergcollege.co.za	<ul style="list-style-type: none"> - Fitting and turning - Engineering - Business studies - Hotel school - Agriculture
Eastern Cape			
Port Elizabeth College	041 509 6000	www.pecollege.edu.za	<ul style="list-style-type: none"> - Office Administration - Marketing Management - Finance, Economics & Accounting - Transport & Logistics - Engineering & Related Design - Business Management - Tourism - Hospitality - Information Technology & Computer Science - Safety in Society - Early Child Development - Craft enterprise - Book keeping - New Venture Creation
Buffalo City College	043 704 9200 admin@ubccollege.co.za	www.bccollege.co.za	<ul style="list-style-type: none"> - Finance, Economics and Accounting - Information Technology and Computer Practice - Mechatronics - Office administration - Tourism - Sports Coaching - Accounting Technician

			<ul style="list-style-type: none"> - Fibre processing and manufacturing - Fitting and turning - Automotive - Wholesale and retail - Early Child Development
Eastcape Midlands College	041 995 2000	www.emcol.co.za	<ul style="list-style-type: none"> - Baking - Hair dressing - Curtain Making - Flower Making - Upholstery - Beauty Therapy - Events management - End user computing - Garment making - Engineering - Finance - Management - Public Relations - Tourism - Hospitality
Ikhala College	047 873 8800 admissions@ikhala.edu.za	www.ikhala.edu.za	<ul style="list-style-type: none"> - Finance, Economics and Accounting - Information Technology and Computer Science - Mechatronics - Office administration - Hospitality - Tourism - Engineering and related design - Construction
Ingwe College	039 940 2142 info@ingwecollege.edu.za	www.ingwecollege.edu.za	<ul style="list-style-type: none"> - Electrical infrastructure construction - Information Technology and Computer Science - Management - Marketing - Office Administration - Finance, Economics and Accounting
King Hintsa College	047 401 6400 info@kinghintsacollege.edu.za	www.kinghintsacollege.edu.za	<ul style="list-style-type: none"> - Finance, Economics and Accounting - Information Technology and Computer Science - Office administration - Hospitality - Tourism

			<ul style="list-style-type: none"> - Engineering and related design - Construction - Primary Agriculture
King Sabata Dalindyebo College	047 505 1000	www.ksdcollege.edu.za	<ul style="list-style-type: none"> - Public Relations Management - Finance, Economics and Accounting - Business management - HR Management - Office administration - Hospitality - Tourism - Engineering and related design - Information Technology and Computer Science - Water Waste Management - Construction - Primary Agriculture - Safety in society - Transport and Logistics - Early Child Development

****Please note that the list is based on what was available at the time of producing this book. Some information may have been added or removed.***

Use this book as a guide. It is your responsibility to do further research on the courses that you want to pursue to check if it is accredited or not or if the information supplied in this book has been updated.

Do your own research on the entry requirements, area of study, location, duration of the course etc.

3.7 Private Colleges

3.7.1 The difference between public and private:

- Private institutions offer an alternative to the public institutions
- They may be more expensive compared to public institutions
- They also offer degrees, diplomas, certificates, industry specific training like film, advertising, culinary etc.
- You need to be careful, as there are lots of fly by night operating in this space, you need to ensure that they are accredited by the Council for Higher Education, QCTO and or a SETA to offer training.
 - Please note that it is your responsibility to ensure that you register with an institution that is accredited. Training that is not accredited will not be recognized.
 - Entry requirements are not as strict as the University; however, you are still required to meet the requirements.
 - Training can vary from 6months to years of training depending on the course.

University Entry Requirements

Programme/Course	Language	Maths/Maths Lit	Physical Science	Life Science	Min APS
Mechanical Engineering	5	6	6		35
BCom Law	5	5			32
BA Social Work	5				30

University of Technology Entry Requirements

Programme/Course	Language	Maths/Maths Lit	Physical Science	Life Science	Min APS
Information Technology	4	4			26
Biotechnology	4	4	4	4	30
Fashion	4	3			22

TVET Entry Requirements – Grade 9 or 12

Programme/Course	Language	Maths/ Maths Lit	Physical Science	Life Science	Min APS
Mechanical Engineering	4	5	5		24
Boiler Making	4	4	4		
Hospitality	4				

Activity 3.5 Research the entry requirements

- Which university, university of technology or TVET college offers the course you want study for your chosen career?
- Create a table as per above and list the entry requirements, for your chosen course.
- Also research the type of subjects they need you to have for you to do this course.

Present your finding to the class.

Allow 1 hour for this activity.

ASSESSMENT:

Duration: 45 minutes

Marks 80

Question 1

1. Why is Self-awareness important? (2)
2. List any 5 qualities of self-awareness? (5)
3. List examples of what makes us unique and different from others (8)
4. Give your own definition of personality (2)
5. What is the purpose of a SWOT analysis (2)

Question 2

1. What is peer pressure? (2)
2. List the 3 types of peer pressure (6)
3. Give 3 examples of peer pressure (3)
4. List 5 factors that influence teenage pregnancy (5)
5. What are the tips to avoid mixing with the wrong crowd (5)
6. Risky behaviour may lead to what, give 4 examples (4)

Question 3

1. What is a Career? (2)
2. Describe how to make a career choice (5)
3. List the 5 benefits of making the right career choice (5)
4. What are the 5 mistakes to avoid when making a career choice (5)
5. List the 9 steps to a clear and actionable career plan. (9)
6. Create the entry requirements table (10)

REFERENCES:

MODULE 1:

Source: minimalismmadesimple.com - what makes us unique

Source: verywellmind.com – personality

MODULE 2:

Source: www.verywellmind.com – peer pressure

Source: bullyingfree.nz – bullying

Source: www.ncbi.nlm.nih.gov – substance abuse

MODULE 3:

Source 'Job for Life' by Thembeni Mazamisa – tertiary education experience case study